

CURRICULUM-VITAE

RAJ KUMAR SINGH

Address :- H. No-185, Manas City, A- Block Sugamau Road,
Indira Nagar, Lucknow-226016

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CAREER OBJECTIVE-

Aspiring to become a member of team / organization through honesty, dedication and versatility organizational excellence and to contribute significantly for a growth oriented environment

ACADEMIC QUALIFICATION –

- High School passed from NIOS Board in year 2009.
- Intermediate passed from UP Board in year 2012.
- B.A. Passed from C.S.J.M, Kanpur University in year 2016.
- M.A. Passed from C.S.J.M, Kanpur University in year 2018.

OTHER QUALIFICATION –

- Computer course- (ADCA) Advance Diploma in Computer Application in year 2012
- Computer course- (CCC) Course on Computer Concepts in year 2019
- Computer course- (Tally ERP-9) in year 2022
- Computer type in English 40 W.P.M in year 2022
- Computer type in Hindi 30 W.P.M in year 2023

EXPERIENCE-

- 5-year experience in Income Tax office under the Advocate as a Computer Operator.
- Present Time Job Classic Realtors PVT LTD. (Real Estate Office), as a Assistant Account.

EMPLOYMENT DETAILS -

- Inventory Control and Analysis of cost including all Construction work.
- Managing all stores of Manas site office store and fulfilling all requirement at site as per projects plans.
- Preparing reports through inventory Tally ERP Latest version for any short of enquiry and for site consumption.
- Handling suppliers as an interface between company and members.
- Efficiently and accurately sending mails and receiving their order on daily basis.
- Handling operations including Estimating and consumption of Material.
- Inventory Audit and directly coordinating with the Director for any further plan.

STRENGTH-

- Self Confidence, hardworking, effective and efficient.
- Positive Thinking.
- Interacting with peoples.

HOBBIE-

- Listening music.
- Making Friends.
- Reading Book & News Papers etc.

PERSONAL INFORMATION-

Name	:	Raj Kumar Singh
Father's Name	:	Mr. Mohan Singh
Mother's Name	:	Ms. Kanti Singh
Date of Birth	:	12/10/1992
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Language Know	:	Hindi & English

PERSONAL DETAILS-

- Effective learner and adaptable to crush situation.
- Result oriented, smart working habit.

DECLARATION-

I do hereby declare that above stated information is correct and true as per my knowledge and belief.

Date: -

Place: - Lucknow

(RAJKUMAR SINGH)