

H.No.- 87, Bansila, P.O.- Kalikapur, Singhbhum (East), Jharkhand. Pin Code - 832102
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AJAY KUMAR SINGH

Creative Writer and Content Builder, I have pursued my passion as a career because I believe passion brings the best out of an individual.

Seeking a denouncing opportunity with responsibilities and accountability which will enable me to express myself & enrich my knowledge in every possible aspect & will help me to enhance my skills.

EXPERIENCE

V3DM Solutions, Bhubaneswar — Business Development Executive

October 2017 - January 2018

- Lead Generation.
- Telemarketing.

Alfa Transformer Limited, Bhubaneswar - Maintenance Engineer (Electrical)

April 2018 - October 2018

- Installation, Testing, and Maintenance.

Accelade Solutions Private Limited, Bhubaneswar - Social Media Manager

March 2020 - September 2020

- Creating Quality Content for Clients.
- Managing Social Media Activities of Clients.

Walnut Publication (Vyusta Ventures LLP), Bhubaneswar - Publishing Consultant/Assistant Editor

October 2020 - Present

- Editorial Work.
- Content Writing/Ghost-Writing.
- Project Management.
- Manuscript Compositing.

TRAINING COURSES

Uranium Corporation of India Limited, Turamdih -

Industrial Training - 1 Month.

Central Tool Room and Training Centre, Bhubaneswar -

Master Certificate Course in Automation and Process Control - 6 Months.

Internshala -

Digital Marketing Course (Online) - 6 Weeks.

EDUCATION

Atomic Energy Central School, Narwapahar - Matriculation

CBSE - 67%.

Kabir Memorial College, Jamshedpur - Intermediate

J.A.C - 55.8%.

Majhighariani Institute of Technology and Science, Rayagada - B.Tech
(Electrical)

Biju Patnaik University of Technology - 7.01 (CGPA).

IT SKILLS

Operating System - Windows 2000/ XP/ Vista/ Windows 7/ Windows 8.1/ Windows 10/ Linux.

Tools - MS Office (Word, Excel, PowerPoint, Outlook) Adobe (InDesign, Acrobat, Audition, Photoshop, Illustrator), Affinity (Publisher and Photo), Scoop.it, Feedly, TweetDeck, Buffer, etc.

STRENGTHS

Responsible and Sincere, Quick Learner, Team Work, Good Communication and Interpersonal Skills, Result Oriented.

INTERESTS

Cooking, Reading Books, Writing Poems, Listening Music, History, and GeoPolitics.

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Date: 24th November 2021
Place: Bhubaneswar, Odisha

(Ajay Kumar Singh)