

REKHA SINGH

Shri Ananta padmanabha nilayam,1-60/30/81/134-T anjaiah
nagar,gachabowli,near sub register officer-500081
☎ +91 9792750894 ,9454761032

Objective

To obtain a challenging position in the industry that would provide an opportunity for advancement within the firm and my abilities and creative on test by improving myself with every experience and along with the sprit of team work and determination where not only I can rise in the Industry leader while can also grow up with the size of organization.

Education

- | | |
|------------------|---|
| 2014
2nd Div. | M.COM, Govt. PG. College ,Barabanki, Awadh university |
| 2013
1st Div. | MBA (Specialization in Marketing & finance), Eastern Institute for Integrated Learning in Management, kolkata |
| 2010
2nd Div. | B.Com, Govt. PG. College ,Barabanki, Awadh university |
| 2007
2nd Div. | Intermediate, UP Board
Tara Mahila Inter College, Bahraich |
| 2005
1st Div. | High School, UP Board
Govt. Girls College, Ballia |

Professional Qualification

- | | |
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| DCS : | Diploma in Computer Science
(Operations & Management)
Barabanki |
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Work Experience

- | | |
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| August 2018
to November
2021 | S.P Jagannath marketing Pvt.Ltd.
H.R cum Admin & Sales Coordinator
To maintain employee data and their attendance sheet, Maintaining Stock Register,Handle Office administration work like maintain daily office expenses and other requirement regarding office management, Prepare Sales report in daily/weekly and monthly basis. Some time we are going for market survey regarding our product. |
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July 2017 to July 2018 **Royal View Infra heights pvt.ltd.**
Sr. Operation executive
 Works with company MIS, Works in company CRM, Preparing customer Agreement, Processing client registry, & Answer to Company's Associate to His/her segments & Solve their doubts. Maintain all office expenses.

2013 to june 2017 **Shinecity Infra Project Pvt. Ltd.**
HR & Operation Management
 Primary function is mange all account queries and works with company MIS, Works in company CRM, answer to Company's Associate to His/her segments.

Skills

Software **Operating Systems**
 Awareness Windows xp, Vista, and Linux version
Office Management
 MS Word, MS Power Point, MS Excel
Data Base Management
 Database (SQL), MS Access
Web Technology
 Web Browser : Opera, Mozilla Fire fox, Google Chrome
 e-mail, e-Books, e-Banking,
Formats Operations with
 .Jpg, .gif, .tiff, .cdr, .psd, .bpm, .avi, .mpeg, .inf, .dll, .pdf
Text Editing and Operating
 Editors with English Typing, Calculator, Data Backup, Disc Formatting, Driver and Application Installation,

Personal Profile

Date of Birth : 16-08-1989
 Father's Name : Mr. Ram Pravesh Singh
 Marital Status : Single
 Nationality : Indian
 Hobbies : Computer (@ Net & Project), Listening Music
 Passion : To gain my own identity so that I present & proud myself.

Strength Dedicated Personality
 Hard Working Capacity
 Well Communication Skill

Date
 Place

Signature