

Curriculum Vitae

Dev Brat Singh

**484, Dayanand Nagar Budhana Road
Near Dr. Sunil Bharti Shamli Distt –
Shamli (India) 247776**

Email Id: -bhratdev004@gmail.com

Career Objective: -

- I would like to work in an ambient environment providing me with ample space to grow. With my abilities and technical skills, I aspire to contribute to the organization to my level best for the symbiotic growth of organization and self.

Educational Qualification: -

- 10th passed from U.P. **Board**
- 12th passed from U.P. **Board**
- B.A. from C.C.S University Meerut
- M.A. from C.C.S University Meerut

Professional Qualification: -

- One Year Computer Course
- English & Hindi Typing Certificate.

Working Experience: -

- One Year Exp. As a Data Entry Operator in I Service Pvt Ltd. Noida.
- Two Years Exp. As a Computer Operator in Soni Beverage Shamli.
- Five Years Exp. As a Computer Operator in AAA Insolvency Professionals LLP
Delhi

Job Responsibilities: -

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data

- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost

Strengths: -

- Positive attitude
- Punctuality
- Self-Motivation
- Hard Work with smart work.

Hobbies: -

- Listing song
- Travelling
- Playing Badminton

Personal Profiles: -

Father's Name	:	Sh. Vikram Singh
Date of Birth	:	01-07-1990
Religion	:	Indian
Gender	:	Male
Marital Status	:	Unmarried
Languages Known	:	Hindi & English

Declaration: -

I hereby declare that above mentioned information is correct the best of my knowledge.

Date_____

Place_____

(Dev Brat Singh)