


CURRICULUM VITAE

MONIKA SINGH

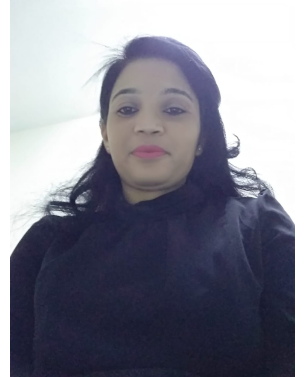
INDIA, RAJASTHAN

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 **Near Muweilah, bus terminal Sharjah, UAE.**





CAREER OBJECTIVE

Looking for a challenging work environment, which can help me to enhance my skills and provide me ample opportunities to show my Ability and skills.







PERSONAL SUMMARY

Experienced in office management and clerical duties, efficient and accurate in composing and transcribing.

-  Received and sorted mail, answered phone calls, directed walk-in clients, and received and processed payments.
-  Able to notarize documents in-house.

Outgoing and friendly receptionist delivering customer service and administrative excellence in all facets of clerical support and public interaction.

PERSONAL PROFILE

-  **Name with Initials : Monika Singh**
-  **Date of birth : 17/09/1990**
-  **Gender : Female**
-  **Civil status : Married**
-  **Nationality : India**
-  **Visa status : Visit visa**

PASSPORT DETAILS

-  **Passport no : V2521753**
-  **Date of Issue : 13/09/2021**
-  **Date of expire : 12/09/2031**

EDUCATIONAL QUALIFICATION

- + National institute of open schooling New Delhi (senior secondary, second division 2007)
- + Board of senior secondary education Rajasthan (senior secondary, second division 2009).
- + BA Graduation Bikaner University,(SGNR) Rajasthan (2010-2012)
- + 6 months computer course(C C E Computer center)

WORKING EXPERIENCE

- + SCHOOL: NOSEGAY PUBLIC SCHOOL

Position: Coordinator & Receptionist

Duration: 07/11/2019-15/11/2021

- + Al Madina shopping Center, Sharjah, uae
- Position: Cashier

Duration: 01/12/2021 – 27/02/2022

- + Al tabaq al thabhi super market,sajja,Sharjah,UAE
- Duration: 18/03/2022 – 27/11/2022

- + Teyour Al Shams Supermarket llc

Duration: 5/01/2023 - 28/02/2025

- + Cashier, Data Entry, Receiver, Management Handle, Items Price Change, Pdt System, Handling Pos System (GRAVITY POS)

RESPONSIBILITY

Answering, screening and direct phone calls.

Receiving and assisting callers to correct destinations; offices, rooms or meeting rooms

Performed general duties, including – meeting scheduling, appointment set up etc.

COMPUTER SKILLS

- + MS words, MS Excel, MS power Point

- + Internet & mailing

LANGUAGE SKILLS

✓ English ,Hindi, Punjabi

STRENGTHS

- + Good communication skills.
- + Excellent attention to details.
- + Ability to work independently and work in a team.
- + Able to respond quickly in emergency situation.

Conclusion & declaration

I hereby declare that the above mentioned details are correct and true to the best of my knowledge & belief

MONIKA SINGH