

UDAY BHANU SINGH



Office Clerk

ABOUT TO ME

I am young, energetic, sensitive, positive, honest, caring and friendly, down to earth person. I am believe in love and peace.

PROFESSIONAL SUMMARY

I have good experience in various Fields. Now i want Carrier stability so i am searching a good job. i am Ready to do any Job, anywhere. My career track record is successful and nit, Clean. I am do better in pressure situation. i think we could do better for both of us.

EDUCATION

10th (Metric)

Board of Secondary Education,
Rajasthan. June 2009

12th (Senior)

Board of Secondary Education,
Rajasthan. June 2011

Bachelor of Arts (Arts And Humanities)

University of Rajasthan. June 2014

Master of Arts (Hindi Literature)

University of Rajasthan. June 2017

RS-CIT, Computer diploma.

Vardhman Mahavir Open University,
KOTA. August 2013

PGDCA, Computer Degree.

Suresh Gyan Vihar University, Jaipur. June 2022

WORK HISTORY

(1) Modern Public Sr. Sec. School.

Office clerk + stock in charge (06/2022 - Current)

Role:- as my role school office clerk i do students admission, manage students, School data offline/online. printout, scan, manage stationery stocks, time to time manage meetings, checking mails, timely update Database, maintain files/systems/office activities. (its not a Accounts job). Managed maintenance and repairs of office Facilities and equipment.

(2) Government Senior Secondary School.

Computer Instructor (2021 - 2023, part time)

Role:- it was a contract basis job. in this job my role was students Teach online/digitally. in this job I accept new challenges. Manage lab/ computer/ accessories/internet/ students' performance/ Query / computer troubleshooting and many more.

(3) NIMS HOSPITAL.

IPD - OPD Receptionist (2018 - 2018)

Role:- National Institute of Medical Sciences (NIMS). My job here is to listen to people's problems and guide them. Preparing files of admitted patients. Preparing slips of outdoor patients. Behaving well with everyone in the hospital. Here, my colleagues and I worked together as a team with a spirit of mutual cooperation and service; It promotes one's Creativity, An environment which provides relief from mental stress and makes the surroundings enjoyable.

LANGUAGES

Hindi:- Native. English:- C1

Personal Information:

Date of birth:

06/05/1992

Address:

Achrol, Jaipur, Rajasthan, Bharat

(INDIA) Pin – 303002

Contact No.

+91-9887889939

Mail ID:

bhanurajput56@gmail.com

Facebook:

<https://www.facebook.com/bhanu.rajput.338>

LinkedIn:

<https://www.linkedin.com/in/uday-bhanu-singh-70432>

ADDITIONAL INFORMATION

I have also been a part of the NCC & Scout team.

(4) Om Sai Computer's.

Store Keeper (2015 – 2018)

Role:- 3 years customer facing, shop management, Solve Customers problems, Computers assemble, Internet/Printer/System/Computers Troubleshooting, hardware/software/Window installation. good relationship, responsibility, stock management, Product selling experience. Built customer rapport by identifying Specific needs and making appropriate product recommendations. Resolved complaints and product refunds with care and Professionalism, maintaining customer satisfaction. Stocked and restocked inventory upon delivery receipt, maintaining accurate supply records.

SKILLS

1. MS office.
2. Multi Task.
3. Team spirit.
4. Observation.
5. Problem-solving. Technical.
6. Attention to detail. Passionate.
7. Communication Skills. Negotiation.
8. Computer Proficiency. Good learner.
9. Computer, Internet, printer troubleshooting.
10. Able to work stand & sit for long periods of time.

ACCOMPLISHMENTS

I was honored with a certificate of appreciation for my excellent work. Apart from this, many times colleagues, team people and boss congratulated, patted on the back and clapped in respect.

Declaration:

I hereby declare that all the information given above is true and correct to the best of my knowledge. All the information shared in the resume is correct, and I take full responsibility for its correctness. I solemnly declare that the information in this resume is true to the best of my knowledge and belief.

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