



Devendar Singh

AGRA (India)



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Motivated Document Controller with over 07Years, 04 Months of organizational expertise. Exceptional at providing services in the area of operations documentation management, including implementation of automated documents for systems generation with an eye to future updates and modifications.

PROFESSIONAL SYNOPSIS

- A dynamic technical professional with over **07 years, 04 Months** of specialized experience in customer communication , Production delivery follow-up, Team Management, Initiating Projects.

CORE COMPETENCIES

- **Product development**
- **Customer communication**
- **Team Management**
- **Delivery follow-up**

ORGANISATIONAL EXPERIENCE

Organization – R K Enterprises, New Delhi
Duration – 09/2010 – 04/2011- 01 years, 02 Month Exp.
Designation – Assistant-General

Job Profile –

- Coordinating works in the office of Head of Department
- Maintain to the document
- Document Scanning, filing, and printing Document keep tracking File documents in physical and digital records
- Check for accuracy and edit files, like contracts, Photocopy, scan and store documents
- All documents processed and uploaded are done consistently Online work to Web portal, CRM Online work to Internet Suffering, ,
- Downloading & Uploading Create filing and archiving system for documents Used web-based document sharing tools
- Maintain records and assist with new hires
- Calendar and Meeting Management: Schedule and coordinate meetings, appointments, and conference room bookings. Prepare meeting materials and assist with video conferencing setup.
- Administrative Support: Provide administrative assistance to various departments, including data entry, document preparation, and filing.
- Mail and Correspondence: Handle incoming and outgoing mail, including sorting, distributing, and coordinating shipments as needed
- Organize and maintain digital and physical documents, including contracts, invoices, and personnel records
- Preparing contracts and relevant documentation
- Filing and retrieving corporate records, documents, and reports
- Prepare and process documents, contracts, NOC and agreements accurately and efficiently
- Providing full back-office support to agents and team
- Filing and retrieving corporate records, documents, and reports
- Performing office duties that include ordering supplies and managing a records database
- Arranging meetings & Events, Support making travel arrangements

Organization - Nice International, New Delhi
Duration – 06/2011 -10/2012- 11 Month Exp.
Designation - Assistant-General

Job Profile –

- Coordinating works in the office of Head of Department
- Maintain to the document
- Document Scanning, filing, and printing Document keep tracking File documents in physical and digital records
- Check for accuracy and edit files, like contracts, Photocopy, scan and store documents
- All documents processed and uploaded are done consistently Online work to Web portal, CRM Online work to Internet Suffering, ,
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- Arranging meetings & Events
- Support making travel arrangements

Organization – G A Digital Web Word, New Delhi

Duration -10/2012 – 05/2014 – 01Years, 07 Months Exp.

Designation - Assistant-General

Job Profile –

- Coordinating works in the office of Head of Department
- Maintain to the document
- Document Scanning, filing, and printing Document keep tracking File documents in physical and digital records
- Check for accuracy and edit files, like contracts, Photocopy, scan and store documents
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- Arranging meetings & Events
- Support making travel arrangements

Organization – Tanmay Enterprises, New Delhi

Duration - 01/2020 – 06/2022 – 02 Years, 05 Months Exp.

Designation - Assistant-General

Job Profile –

- Coordinating works in the office of Head of Department
- Maintain to the document
- Document Scanning, filing, and printing Document keep tracking File documents in physical and digital records
- Check for accuracy and edit files, like contracts, Photocopy, scan and store documents
- All documents processed and uploaded are done consistently Online work to Web portal, CRM Online work to

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- Filing and retrieving corporate records, documents, and reports
- Prepare and process documents, contracts, NOC and agreements accurately and efficiently
- Providing full back-office support to agents and team
- Filing and retrieving corporate records, documents, and reports
- Performing office duties that include ordering supplies and managing a records database
- Arranging meetings & Events
- Support making travel arrangements

Organization – YLC Infratech. Pvt. Ltd., New Delhi

Duration - 07/2022 – Till Date

Designation - Assistant-General

Job Profile –

- Coordinating works in the office of Head of Department
- Maintain to the document
- Document Scanning, filing, and printing Document keep tracking File documents in physical and digital records
- Check for accuracy and edit files, like contracts, Photocopy, scan and store documents
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- Prepare and process documents, contracts, NOC and agreements accurately and efficiently
- Providing full back-office support to agents and team
- Filing and retrieving corporate records, documents, and reports
- Performing office duties that include ordering supplies and managing a records database
- Arranging meetings & Events, Support making travel arrangements

Strength

- Have extensive knowledge in production and product development,can provide inputs intoprojects
- An eye to details and ability to work under high work pressure

QUALIFICATIONS

- 10th from UP Board since 2002
- 12th from UP Board since 2004
- BA from Dr. Bhim Rao Ambedkar University Agra since 2010

IT SKILLS

- Good Knowledge of Computers
- MS Office (Word, Excel , Power points)

PROFESSIONAL SYNOPSIS

- Internet
- Outlook

PERSONAL SKILL SETS

- Able to work in pressure with positive approach
- Good Leadership qualities.
- Action Oriented
- Self-motivated and Innovator
- Enthusiastic to learn new technical and professional skills
- A good Team Player

PERSONAL DETAILS

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|-------------------|---|----------------------------------|
| ▪ Father Name | : | Shri Pratap Singh |
| ▪ Date of Birth | : | 01/11/1987 |
| ▪ Nationality | : | Indian |
| ▪ Marital Status | : | Married |
| ▪ Gender | : | Male |
| ▪ Languages Known | : | Hindi ,English |
| ▪ Hobbies | : | Listening Music, Playing Cricket |

(DEVENDAR SINGH)