

Devendar Singh

Address:

C-188, Durga Nagar,
Rajpur Chungi, Agra

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Summary

Motivated Document Controller with over 5 years 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.

Skill Highlights

- Have Strong Determination to work
- Positive Attitude & self-motivated.
- Sincere and Punctual
- Always looking forward to accept Challenges
- Innovative
- Hard working & persuasive

Academic Qualification

10th from UP Board since 2002

12th from UP Board since 2004

BA from Dr. Bhim Rao Ambedkar University Agra since 2013

COMPUTER PROFICIENCY

- Knowledge in computer software.
- Knowledge of MS-Office, internet.

Experience

Office Assistant - 09/2010 to 04/2011

R K Enterprises, New Delhi

- 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
- Checked incoming documents for readiness prior to processing.
- Create filing and archiving system for documents.
- Used web-based document sharing tools

Office Assistant – 06/2011 to 10/2012

Nice International, New Delhi

- 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

Office Assistant - 10/2012 to 05/2014

G A Digital Web Word, New Delhi

- 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

Office Assistant - 01/2020 to Till Dated

Tanmay Enterprises, New Delhi

- Coordinating works in the office of Head of Department
- Maintain to the document
- Document scanning, filing, and printing
- Document keeps 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

PERSONAL DETAILS

➤ Father's Name	:	Shri Pratap Singh
➤ Date of Birth	:	01 Nov 1987
➤ Nationality	:	Indian
➤ Gender	:	Male
➤ Marital Status	:	Married
➤ Language known	:	Hindi & English
➤ Hobbies	:	Swimming and reading books

I hereby declare that the Information provided above is true to best of my knowledge.

(DEVENDAR SINGH)

Place: Agra

Date: