

# SATENDRA SINGH

House No. 313/A, Gali No. 2,  
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Faridabad, Haryana  
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## CURRICULUM VITAE

### OBJECTIVE

Seek opportunity and challenges for contribution in growth and development in the organization, I work with and to enhance my skills with full sincerity.

### WORKING EXPERIENCE

- ✳ Currently working as a **Executive** in Medsave Health Insurance (TPA) Limited since April 2016 to till date.
- ✳ Working as a **Computer Operator & Data Entry Operator** in Medsave Health Insurance (TPA) Limited since August 2013 to March 2016.

### SKILLS SETS

- ✳ Technically knowledge & ready to learn new concepts & technologies.
- ✳ Committed team player with proven ability to meet and exceed set goals and deadlines.

### EDUCATIONAL QUALIFICATION

- ✳ Completed 10<sup>th</sup> from Uttarakhand Board in 2010
- ✳ Completed 12<sup>th</sup> from Uttarakhand Board in 2012
- ✳ Completed BA from IGNOU

### TECHNICAL QUALIFICATION

- ✳ Diploma in Computer Application from New Capital Collage, Green Park Extension, New Delhi.
- ✳ Diploma in Desktop Publishing Operator (D.T.P.O.) and Diploma in Computer Programming, from New Capital Collage, Green Park Extension, New Delhi.

### COMPUTER PROFICIENCY

- ✳ MS Office (MSWord, MS Excel, MS Outlook, MS Access, MSPowerPoint, Project work), Photoshop, Adobe Acrobat Professional, Knowledge of Internet Browsing with Good Typing Speed, etc.
- ✳ Knowledge of Excel's advanced features.



- \* **Excel** - Task automation using macros. Creating reports with PivotTables. Building charts and graphs. Cell formatting. Managing large datasets with functions. Reprots maintain, Data entry and maintaining ledgers, etc.
- \* Assistance in out-door program activities.
- \* Sorting of resume and job profiles.

## STRENGTHS

- \* Punctual, hard-working and honest to my work.
- \* Teamwork and team management skills.

## PERSONAL INFORMATION

Father's Name	:	Shri Bachan Singh
Gender	:	Male
Date of Birth	:	01 <sup>st</sup> December 1994
Permanent Address	:	Vill. Jhangarbou, P.O. Champeshwar, Pauri Garhwal 246164 (Uttarakhand)
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Hindu
Language Known	:	Hindi & English
Hobbies	:	Interacting with people, sharing knowledge, Reading, Traveling, Playing Cricket

## ABOUT ME

- \* I have an aptitude for learning and strong desire to earn.
- \* I like challenges and like to meet them.
- \* I like to interact and explore different things and to involve myself in knowledge accumulation from various sources.
- \* I believe that with proper support I can give my best output.

## DECLARATION

- \* I do hereby confirm that all the information provided here is true and best of my knowledge.

**DATED:**

**PLACE: NEW DELHI**

**SATENDRA SINGH**

