**Resume**

DOLLY SINGH

**Cell Phone Number:**

**+919560782408**

**Email:**

**Dollysingh2107@gmail.com**

**Permanent Address:**

House no 69, Rajendra Park, Nangloi, Near Nangloi Railway Metro Station

West Delhi 110041

**Language Known:**

Hindi, English

**Strength:**

Hardworking, Honest and Adjustable, Responsible, leadership skill.

**Personal Details:**

Name : DOLLY SINGH

Father’s Name : Mr. BHARAT SINGH

Date of Birth : 21-07-1993

Gender : Female

Marital Status : Unmarried

Nationality : Indian

**Skills Set:-**

Excel Basics

Power point Presentation

Administrative and Onboarding

HR Reporting Skills

Believe in Ethics

Analytics skills

CAREER’S OBJECTIVE:

Keen interest to work with your organization so that it will give me an opportunity to learn something great and also want to left no stone unturned to take the company graph in upward direction

ACADEMIC QUALIFICATION:

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Year** |  |
| MBA (HR & Mkt) | Abdul Kalam Technical University | 2019 |
| BA (Hons) | Dr B.R Ambedkar University | 2015 |
| Sr. Secondary | CBSE | 2012 |
| Secondary | CBSE | 2010 |

INDUSTRIAL EXPERIENCE:

* 1.5 years of Industrial Experience in HR-Admin at Perfect internet Pvt Ltd (10th July 2019 till 23rd December 2020)

PROFESSIONAL QUALIFICATION:

* Completed 6 month Virtual training program (VTP) course with specialization “ Basic of Account and tally and Microsoft office:” from National Council from Vocational Training, Ministry

of Labor and Employment, Govt. of India at Training Institute Delhi

DECLARATION:

* I believe that my unique combination of skills would provide me with an opportunity to be associated with your esteemed organization for my future growth and career development.

Place: New Delhi **(Dolly Singh)**

**Signature**