

CURRICULUM-VITAE



YOGESH PRATAP SINGH

Mailing Address

H.NO -101, Gali No- 2, Ambika Vihar
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CARRIER OBJECTIVES :-

To be associated with an organization this will help in the overall development of my personality to create a nice for myself in the organization through hard-work, loyalty and willing to work as a key player in challenging and creative environment.

ACADEMIC QUALIFICATION :-

- High School from U.P Board in 2013
- Intermediate from U.P Board in 2015
- B.Com from Himalayan Garhwal University Uttarakhand in 2020

PROFESSIONAL QUALIFICATION :-

- English typing speed 40 w.p.m
- Good Knowledge in MS. Office & Tally Erp. 9
- Good writing skill in English language
- Advance Diploma in Computer Applications
- Basic Computer Knowledge And technical knowledge

EXPERIENCE :-

Dhan Sanchai Co-operative Society LTD.

- Experience of working in Branch Assistant also. Cashier/Clerk.
- Maintain Branch Cash records.
- Maintain all Member's accounts records & Vouchers Files
- Manage bank account & Bank Reconciliation/audit
- Loan Sales Personal Loan / Business Loan / Loan Against Property

EXPERIENCE :-

Hero Motors Corporation LTD.

- Experience of working in Branch Assistant also.
- Maintain all Vehicle' records.
- Maintain Branchs Check list & Service records
- Vehicle Sales & Insurence All Type Vehicle

STRENGTH :-

- Filing and Voucher's maintenance of records.
- Any other work assigned by the Branch Manager.
- Preparing of letters, faxes and E-mail messages
- Field work.
- Hard Working and Co-operative

PERSONAL DETAILS :-

Name	:	Yogesh Pratap Singh
Father`s name	:	Shri Madhav Raj Singh
Date of Birth	:	20/02/1996
Gender	:	Male
Marital Status	:	Married
Language Known	:	Hindi & English
Nationality	:	Indian
Hobbies	:	Listening Music & Reading.

DECLARATION :-

I hereby declare that all information provided above is true and correct in best of my knowledge and believe.

Date :

Place : Delhi

(YOGESH PRATAP SINGH)