

# Resume

Jaynendra Singh

Address – E-73/11 Hari Nagar Part 2

Badarpur, New Delhi-110044

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## Career Objective

Looking for a career opportunity where I can learn new things and utilise my skills and strength for a achieving both professional and personal goals.

## Educational Qualification

- Pursuing Graduation Form IGNOU University
- 10<sup>th</sup> Passed form UP Board
- 12<sup>th</sup> Passed form UP Board

## Work Experience

- Concurrent bank audit
- F&B services in resto

## Additional Knowledge

- I have been working for Last 1 years, I have sound Knowledge of Computer and I'm proficient in advanced excel and word, Tally basic knowledge.
- **Typing Speed 30+**

## Personal Attribute

- Sound Knowledge of Computer
- Good communication and interpersonal skills
- Conducting practices and improving the overall skills
- Punctual and hard working.
- Self-motivated and highly skilled

## Personal Vitae

Father's Name : Mr. Pradeep Singh  
Date of Birth : 08-10-2000  
Sex : Male  
Marital Status : Unmarried  
Nationality : Indian  
Languages Known : English, Hindi  
Hobbies : Cooking & Reading Books.

Date :-----

Place:-----

**(Jaynendra Singh)**