

INDERJEET SINGH

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EDUCATION

- **Mata Gujri Public School**
2013
10th Passed from CBSE Board
6.2
- **Mata Gujri Public School**
2015
12th Passed from CBSE Board
70.5
- **Deshbandhu College (Delhi University)**
2018
B.A (prog)
6

SKILLS

- Office Assistant Course (Duration 3months)
- Windows/MS Word 2010
- MS Excel 2010
- MS Power Point 2010
- Basics of Internet
- Personality Development
- Integration with Office Routine

PERSONAL DETAILS

- Date of Birth : 10/07/1996
- Marital Status : Unmarried
- Nationality : Indian

STRENGTH

- Sincere and Hard working
- Good communication skills
- Self-motivated
- Focused and confident