



TARUN PRATAP SINGH

OFFICE EXECUTIVE

I am a highly motivated and detail-oriented professional with over 6 years of experience in administrative and IT support roles. I have extensive knowledge of MS Office Suite (Excel- Basics Mathematics Formulas, V Lookup, Counting Average, Sum, Sumif, count, countif, conditional formatting, Maximum Range & Minimum) Word, and PowerPoint), Photoshop, and basic IT troubleshooting and laptop repair. Throughout my career, I have worked as an Office Executive and Computer Operator, honing my skills in data entry, clerical work, email management, and meeting coordination. My expertise lies in streamlining office operations, providing efficient IT support, and ensuring smooth administrative processes. I am adept at handling multiple tasks, solving problems quickly, and maintaining excellent communication with teams. Seeking an opportunity to utilize my skills and experience in a dynamic and challenging role.

WORK EXPERIENCE

TEERTHANKER MAHAVEER UNIVERSITY

2018-PRESENT

Office Executive

- Scheduled appointments for executives and members of management.
- Managed confidential documents, maintaining a secure filing system to protect sensitive information.
- Maintained files and spreadsheets with office management MS software.
- Answered phone calls and directed inquiries to appropriate staff members.
- Streamlined office processes by implementing efficient organizational systems.

Paragon Metal Industry

January 2017-May 2018

Computer Operator

- Generated reports covering details about data, system operation, and error monitoring.
- Maintained a high level of accuracy in data entry tasks, resulting in improved overall data quality.

N.R. Children Academy

MAY 2015-MAY 2016

- Handle all the details fee structure, Time Table, List of students, I-Cards, T.C., Exam Duty Charts of Teachers & maintenance of Results, etc.

KEY SKILL

- Meeting Scheduling and Coordination
- Clerical and Administrative Work
- Mail handling
- Basic Networking and computer Hardware Knowledge
- Photoshop
- MS Office Suit (Advanced Excel)
- Office Administration
- Data Entry
- Administrative Support
- Billing
- Report preparation
- Team Bonding
- Data Retrieval Systems
- Office Management Software
- Multitasking
- Teaching arrangement
- advanced excel
- back office operations
- Problem & solving Multitasking
- MS Office Word
- Document Management
- work flow planning
- data base management
- Document and Recordkeeping
- Inventory Management

declaration

- I Have Declaration That All The Information Is Truth To The Best Of My Knowledge

Hobbies

- Smart Working Ambitions
- Punctual & Self Confidence

SOFTWARE

- MS Office -Advanced
- Telly- Beginner
- Photoshop- Elementary
- corel Draw- Elementary
- Google sheet- upper intermediate

CONTACT

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Email

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Address

Pakwara Moradabad

EDUCATION

2018

Mahatma Jyotiba Phule Rohilkhand University

- M.Com (Commerce)

2016

Mahatma Jyotiba Phule Rohilkhand University
B.com (Commerce)

2013

P S L S M A I C Aghwanpur Moradabad (U.P. Board)

- 12th (Hindi Medium)

2011

DSM HS School Bhainsora Moradabad (U.P. Board)

- 10th (Hindi Medium)

CERTIFICATIONS

DIPLOMA

- **ADCA**-Advanced Diploma Computer Application
- **CCC**-Course on Computer Concept

Languages

- Hindi
- English

Tarun Pratap Singh