GURJANT SINGH

V.P.O Bardwal, City Dhuri, District:Sangrur, Punjab

PIN No: 148024

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**About Me**

**Career Objective**

To work with a leading company/organization and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization’s growth and goal, as well as to attain my professional goal.

**Education**

**Bachelor of Arts**Desh Bhagat College, Dhuri Graduated; April 2015
Punjabi University Marks 53.95%
Patiala Division 2

**12th**

Govt. Senior Secondary School, Dhuri (Sangrur) Passed; March 2012 Punjab School Education Board Marks 75% Mohali Division 1

**10th**

Modern Secular Public School, Dhuri (Sangrur) Passed, March 2010 Punjab School Education Board Marks 60.52% Mohali Division 1

**Career Highlights**

* **Previous Job Description**

**1.)**

**Company/Complex** : D.C Office, Sangrur

**Job Description** : Back Office Executive

**Position** : Data Entry Operator

**Period of work** : June 2015 to March 2016

**2.)**

**Company/Complex** : Tehsil Complex, Dhuri

**Job Description** : Back Office Executive

**Position** : Data Entry Operator

**Period of work** : April 2016 to June 2017

* **Current Job Description**

**Company/Complex** : Asian Paints Ltd.

**Dealer Name** : Jai Ganesh Paint & Hardware Store, Phirni Road, Sunami Gate,

 Sangrur

**Job Description**  : Marketing Sales Executive

**Position** : Ezycolour Consumer Associates (ECA)

**Period of work** : July 2017 to till onwards

**Extra-Curricular & Achievements**

* Participated in Intra college activities.
* Participated in Blood donation camp.
* Participated in Religious activities also.
* Basic computer operating system & internet course has successfully completed from **Softech Computer Centre, Dhuri**. (An ISO 9001 : 2000 Certified Institution)
* Basic Computer application Course has successfully completed from **Fact Computer Center with A+ Grade, Dhuri.** (An ISO 9001 : 2000 Certified Institution)

**Personal Skills**

* Good verbal and written communication skills
* Ability to work hard
* Ability to build motivation
* Creative & self-confident
* Positive approach thinking

**Work Experience**

July 2017 – Current

Jai Ganesh Paint & Hardware Store, Phirni Road, Sunami Gate, Sangrur

**Ezycolour Consumer Associates (ECA)**
Asian Paints Ltd

April 2016 – June 2017
**Data Entry Operator**
Tehsil Complex Dhuri (Sangrur)

* Data Entry
* Typist (English / Punjabi both)

June 2015 – March 2016
**Data Entry Operator**
D.C Office (Sangrur)

* Data Entry
* Typist (English / Punjabi both)

**Computer Proficiency**

* MS Office
* Internet Surfing
* Typing (in English & Punjabi both languages)

**Languages**

* English
* Punjabi
* Hindi

**Personal Interests**

* Interested in Meeting and Interacting with People
* Love to Travel New Places
* Social Work
* Playing Games
* Listening Music

**Personal Details**

Father’s Name : Tajinder Singh

Mother’s Name : Pardeep Kaur

Date of Birth : 15-01-1995

Gender : Male

Marital Status : Single

Languages : English/ Punjabi/ Hindi

Nationality : Indian

Blood Group : B+

**Declaration**

The above mentioned information is true and correct to the best of my knowledge and belief. If I am selected and given a chance to serve in your esteemed organization I shall prove my best and ability to the entire satisfaction of my superiors.

**Place** :- Dhuri (Sangrur) Yours Faithfully

**Dated** :- **(Gurjant Singh)**