

Ajit Singh

Dwarka Sector-19

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EXECUTIVE SUMMARY

- I would strive to all kind of challenge in life with Diligence and intelligence because result canonly be hard work with intelligence combined with professional integrity.
- A focused individual seeking an opportunity as a MIS Executive or Back Office to utilize my **rapid Typingskills (45 to 50 Wpm)** and **MS-office (Advance Excel, MS-Word, Power Point) knowledge** to meet the organization's requirements.

EDUCATIONAL BACKGORUND

Academic Qualification:-

S. No.	QUALIFICATION TYPE	YEAR OF PASSING	INSTITUTION	% OF MARKS OBTAINED
1.	10+2 (CBSE Board)	2015	Central Board of Secondary Education	68%
2.	Class 10 th (CBSE Board)	2013		65%
3.	B.Com (Graduation)	2018	Kundan Singh Memorial College (MJPR University)	52%

Professional qualification:-

S.No.	QUALIFICATION TYPE	Duration	INSTITUTE
1.	Advance Diploma in Computer Application.	One Year (From 01-12-2014 to 30-11-2015)	Future ITCollege

WORK EXPERIENCE

Designation	Name of Company	Duration/ Location	Responsibilities
Quality /MIS Executive	Orage Technologies Pvt. Ltd.	From May 2024 to August 2025 / Udhyog Vihar Phase -IV Gurugram Sector-18	<ul style="list-style-type: none">US Credit Card Data Entry Process.Quality Control: Verifying the accuracy of information and resolving discrepancies.Reporting to Process Manager and Generating data reports and summaries as required by management.Maintain team Productivity MIS Reports.Identifying and resolving errors in the data through Advance Excel.Organizing and managing data files, ensuring easy retrieval and access.Exploring and implementing data entry automation and optimization techniques.Data Backup and Security: Ensuring data backups are performed and that data security protocols are followed.Collaborating with other teams to resolve data-

			<p>related issues and improve processes.</p> <ul style="list-style-type: none"> • Develop and maintain data integrity and accuracy.
Back office Executive	Mecoa Engineers Pvt. Ltd.	From January 2019 to May 2024/ Dwarka Sector 23 (New Delhi)	<ul style="list-style-type: none"> • Analyzing RFP (Request for proposal). • Preparing Tenders Bids. • Preparing and arranging documents as per RFP Rules & Requirements. • Preparation of forms and annexures • Maintaining weekly and monthly Time Sheet reports in excel. • Assembling, arranging, and getting ready papers, materials, and data for data input. • Creating Customized Mailings. • Configuring Microsoft word documents. • Transfer data from paper formats to computer files or database systems utilizing keyboards, data recorders, or optical scanners. • Monitoring and Handling Computer system.

SKILLS

- Rapid Typing Speed (Above 50 WPM with 99% Accuracy)
- Excel Proficiency: VLOOKUP, Pivot Table, Countif, Countifs, Sumif, Sumifs, len, substitute etc. etc.
- Good Organizational and Multitasking Skill
- Familiar with printers and scanners

STRENGTHS

- Strong organizational skills and attention to detail with the ability to work independently and multi-task
- Ability to work effectively in a team environment
- Excellent computer skills, including a strong working knowledge of MS Office
- Willingness to Learn

INTERESTS

- Travelling.
- Surfing on Internet.

PERSONAL DETAILS

Date of Birth : Apr 26, 1996
Sex : Male
Marital Status : Married

(AJIT SINGH)