

## **RESUME**

**DINESH KUMAR SINGH**

**Mob: 9038368981/7278352808**

**E-Mail: [smartydinesh9163@gmail.com](mailto:smartydinesh9163@gmail.com)**



### **CAREER OBJECTIVE:**

Seeking a challenging career in an organization where I can contribute my experience, expertise and talent in an environment of open communication, activity, vision and growth. I want to do some challenging work which can harness my intellectual property and enable me to learn new technologies and methodologies to deal with real life problems.

### **DESCRIPTION OF JOB PROFILE:**

Daily Attendance Updating (NES/MCB) for all classes, OMR scanning of all competitive examinations, fees report preparation, fees entry and collection, conversion process, and others.

### **COMPUTER SKILL:**

- 1 Computer in Window XP and Basic of knowledge in MS Office
- 2 MS Excel
- 3 Tally

### **EXPERIENCE:**

- Working experience of Narayana School (Mahestala branch) As a Computer Operator and as Assistant Accountant, Data Analyst.

### **HOBBIES:**

- Listening music, Watching Movies, Playing Football,

**PERSONAL PROFILE:**

**FATHER'S NAME** : Late: Ram Bachan Singh

**DATE OF BIRTH** : 04.01.1999

**SEX** : Male

**MARITAL STATUS** : Single

**RELIGION** : Hinduism

**NATIONALITY** : Indian

**LANGUAGE'S KNOWN** : Hindi, English, Bengali and Panjabi

**EDUCATIONAL QUALIFICATION** : i) Passed Madhyamik from W.B.B.S.E.  
ii) Passed H.S. from W.B.C.H.S.E.  
iii) Passed B. Com. (Gen) from South City College (CU).

**PERMANENT ADDRESS** : 7/1 S.N Chatterjee Road.  
P.O & P.S – Sahapur P.O & Behala P.S,  
Dist: 24 Pargana (south),  
KOLKATA (W.B) Pin: - 700038

Place: Kolkata

Date:

**DINESH SINGH**