

CURRICULUM VITAE

VIKRAM SINGH

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35-A, Vikas Nagar Extension,
Phase – III, Uttam Nagar
New Delhi-110059



Career Objective:

I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself.

Work Experience: 5 Years

1. Tenure: January'20 to June'23

- Worked as Backend Executive (Process: City Bank) with **TELEPERFORMANCE GLOBAL SERVICES INDIA PVT LTD**, Gurugram.

Company profile:

Teleperformance is a global leader in digital business services, specializing in providing customer experience management.

2. Tenure: July'23 to November'24

- Worked as Sr. Executive (Process: ApplyBorad) with **KOCHARTECH**, Gurugram.

Company profile:

ApplyBoard : Assists students from around the world with their applications to study abroad. Connected 200+ students with 1,500+ education institutions worldwide.

3. Tenure: December'24 to Present

- Working as an Assistant Executive with **PERFECT INFOTECH SOLUTION**, Sector 11, Dwarka, New Delhi.

Company profile:

Team of dedicated professionals committed to leveraging the power of technology to drive innovation, enhance productivity, and technology.

Job Description:

- ✓ Data entry.
- ✓ Backend work activity.
- ✓ Managing client data in MS Excel.
- ✓ Basic computer troubleshooting, software installation, updates, etc.
- ✓ Verify and rectify the student application form.
- ✓ Coordinate with the overseas team to resolve problems.
- ✓ MIS customer reports.

- ✓ Survey and field-related work.
- ✓ Site inspection and collection of proof for insurance claim.

Professional Background

- One Year Six Month Diploma from “**Jetking India**” New Delhi.

Course Details:

- ✓ IT Tools with Excel.
- ✓ Computer troubleshooting.
- ✓ Window and software installation and update, etc.

Academic Background:

- **B.A (Program) from Delhi University, Delhi in the year 2017**
- **Intermediate from Govt. Boys Senior Secondary school, CBSE Board, Delhi in the year 2013**
- **Matriculation Govt. Boys Senior Secondary School, CBSE Board, Delhi in the year 2011**

Personal Details:

Father's Name	:	Mr. Ram Bahadur Singh
Date of Birth	:	24/03/1993
Gender	:	Male
Marital Status	:	Married
Language Known	:	Hindi & English
Hobbies	:	Learning New Things, Data Analysis, Playing Chess and Guitar

Date:

Place: New Delhi

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