

CURRICULUM VITAE

SACHKIRAT SINGH

C 18 C Tilak vihar ,

Tilak nagar,

NEW DELHI-110018

CONTACT NO- 8527811683

EMAIL- sachkirats26@gmail.com

CAREER OBJECTIVE

A Challenging career in a reputed professional organisation, which will utilize my skills & give me opportunity to learn , be a part of organization's growth.

EDUCATION QUALIFICATION

- ❖ 10TH & 12TH PASSED FROM CBSE BOARD.
- ❖ PERSUING BCA FROM (ODL).

ADDITIONAL KNOWLEDGE

- ❖ Well versed with MS office
- ❖ MS excel , power point
- ❖ Good knowledge in tally
- ❖ Internet browsing
- ❖ Microsoft outlook

SKILLS

- ❖ HARD WORKER
- ❖ SELF INDEPENDENT
- ❖ HONEST
- ❖ PUNCTUALITY
- ❖ ABILITY TO LEARN NEW THINGS

WORK EXPERIENCE

- ❖ Fresher

Personal details

Father's name : Parvinder singh

Date of Birth : 26/July/2005

Nationality : Indian
Languages known : Hindi,English,Punjabi
Religion : Sikh
Marital status : Single

DECLARATION

I hereby declare that all above information are true to the best of my knowledge.

DATE: 09/June/2024

PLACE : NEW DELHI

(SACHKIRAT SINGH)