



Rajendra Singh

ABOUT ME

Looking forward to join an organization where opportunity for growth and personal development is embraced.

SKILLS

- ✓ Time Management
- ✓ Communication
- ✓ Leadership
- ✓ Computer Proficiency
- ✓ Tally ERP

CONTACT

- ✉ rajendr.net2235@gmail.com
- ☎ 9140647753
- 📍 Amethi, Uttarpradesh , Present - Munshipuliya, Lucknow

EDUCATION

Class 12th(Mathematics)

Janta Janardan Inter College
Shankarganj | Apr 2019 – Apr 2020

Bachelor of Arts

Raja Kanh Degree College
Jagesharganj, Amethi | Jul 2020 – May 2023

WORK EXPERIENCE

Front office Executive

•Star Best Cafe
Faizabad | Jun 2022 – Jan 2023
Ensuring timely and accurate customer service.

Sales Executive

Digi laon
Lucknow | Jan 2023 – Present
Conducting market research to identify selling possibilities and evaluate customer needs.

CERTIFICATIONS

Ms Excel

Master of Project Academy

Tally

Amalga Institute of Computer Technology

HOBBIES

Listing song , Writing,

DECLARATION

I do hereby declare that all the details mentioned above are accurate to the best of my familiarity and confidence.

Rajendra Singh

20 May 2023