**Curriculum Vitae**

**NARAYAN SINGH**

Sector-17A, Gurgaon

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Mobile No: **+91-9999642062**

**CAREER OBJECTIVE**

* To provide my professional knowledge & skills, a platform where it can be utilized in a better & efficient manner.
* Use productivity, quality, creativity & innovation as significant tools to achieve work targets.
* To exploit my knowledge and skills to achieve higher goals and evolve as a successful professional.
* To synergies my capabilities and curiosities towards making a value added contribution to the organization.

**PROFESSIONAL QUALIFICATIONS**

ADSE’ (Advanced Diploma in software Engineering) Course from “APTECH”In “Shikhar Project ”Uttarakhand Govt.

**EDUCATIONAL QUALIFICATIONS**

**Academic**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Qualification** | Session | **Status** | **Board/ University** |
| **1.** | M.A | 2011 | Completed | Kumaun University |
| **2.** | B.A | 2007 | Completed | Kumaun University |
| **3.** | INTERMEDIATE | 2004 | Completed | U.A BOARD |

**WORK EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of Organization** | **Place** | **Designation** | **Year of Joining** | **Period Served** |
| 1. | EYE Q HOSPITAL GURGAON | Gurgaon | Senior executive | October 2012 | Presently Working |
| 2. | PARAS HEALTHCARE SRVICES PVT LTD | Gurgaon | CCE | APRIL 2012 | 6 Months |
| 3. | EYE Q HOSPITAL GURGAON | Gurgaon | PRE | JULY 2010 | 18 Months |

## WORK PROFILE:

* **To provide all aspects of administrative support for the Anti-social Behavior Co-coordinator.**
* **Develop and maintain appropriate filing systems and be conversant with Access, Excel, Word and email applications.**
* **To assist in maintaining records and the production of statistical information and returns as required.**
* **Be able to deal with confidential material in the appropriate way.**
* **Maintain effective office services for the Anti-social Behavior Co-ordinate including receipt and organization of mail, handling of telephone calls, and to oversee diary management.**
* **OP BILLING**
* **Cash Handling**
* **Handling TPA,ECHS,CGHS Billing**
* **Floor Managing**

**COMPUTER SKILLS**

* **Platforms**  : Windows 98/2000/2007/XP/VISTA/
* **Software and** : MS Office 2010 ; Internet Fundamentals

**PERSONAL SKILLS**

* Pragmatic approach, good planning, monitoring, analytical and communication skills.
* Quick to learn, ability to work under deadlines.
* Adaptive to the changing priorities with good social skills.

**STRENGHTH**

* Goal Achiever.
* Hard Working.
* Punctual.
* Honest.
* Sincere

**HOBBIES**

* Cricket
* Chess
* Carom.

**PERSONAL DETAILS:**

Name : Narayan Singh

Father’s name: Mr Darpan Singh

Date of Birth: 5th JUNE 1987

Sex: Male

Marital Status: Single

Languages Proficiency: English and Hindi

Permanent Address: Village Peeply Post Raiagar Distt. Pithoragarh (U.K)

Nationality: Indian

DATE: 2nd SEPT’2015

PLACE: GURGAON NARAYAN SINGH