

HAV MANVER SINGH, RETD

F2 Block, Pradhan Enclave, North Delhi, Burari, New Delhi-110084

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CAREER OBJECTIVE

I want to use my experience in the field of IT sector and as a clerical work towards the growth and enrichment of a progressive organization. To hold responsible & challenging position in an organization having good working environment and provide best of me, both technical and personal level to the organization best utilizing my skills.

PROFILE SUMMARY

I have served 18 years in the army. This vast experience has given me extensive practical experience in management and material in very diverse situation. My greatest strength are:

- Large practical experience in IT sector. - Ability to manage and lead men. - Operations - General Administration. - Logistics. - Event Management. I have completed 18 year of service with exemplary character in the Regiment (**Indian Army**) as a hard working in various area of technology being used by the Indian Army. The Indian Army has provided me an excellent platform to development as "Effective team leader" and I am confident to handle complex and tasks under constraints of time and resources. "Innovation" is the key operative word under such conditions.

EDUCATION & PROFESSIONAL DEVELOPMENT

B.A. - Pass Course - Delhi University, 2003

Diploma - PGDRD - IGNOU, 2008

Computer Hardware Course, Computer Course (Basic) & basic knowledge of Networking.

WORK EXPERIENCE

Appointment: Clerks, 10 Years' experience in IT Store clerks duty, Logistic & event management duty.

Description: Competent to handle work force of 10 to 15 clerks. Computer savvy with proficiency in MS word, Excel, Power Point and browsing of internet. Can be relied for confidential type of work. Can type 30 to 35 words in a minute.

PREFERENCES

Job: Cmptr Lab Assistant, Cmptr Lab Incharge, IT Store Incharge, Computer Operator, Data entry operator.

Place: New Delhi

Salary Expected: 40k plus

PERSONAL DETAIL

Army No: 15348545A

Rank: Hav

Name: Manver Singh

DOB: 1-2-1983

Arms/Services: ENGRS

Date of Retirement: 31-3-2022

Mobile : 9919600047