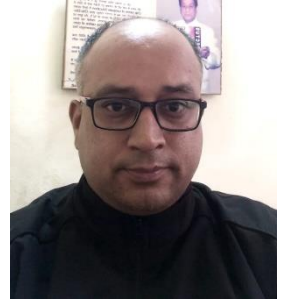


# RESUME

## Present Address:

117/223 Block 2, Karanpur  
Opp.Nanhi Duniya School  
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Uttrakhand 248001 INDIA

Mobile No: +91-9997418832 E-mail: [satenderddun001@gmail.com](mailto:satenderddun001@gmail.com)



## Permanent Address:

Village & PO Padampur Suckhrow  
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Uttrakhand 246149

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<b>Name</b>	:	<b>Satender Singh</b>
F Name	:	Shri Alam Singh
Date of Birth	:	13/07/1978
Gender	:	Male
Languages Known (Read, write, speak)	:	English, Hindi
Academic Qualifications	:	<b>Graduation, BA (English)</b> in Year 2012 from HNB Garhwal University. <b>Post-Graduation, M.A. (English)</b> in Year 2015 from Sri Dev Suman Uttrakhand Vishwavidhyalaya.
Technical IT Qualifications	:	<b>One Year 'O' Level Diploma in Computer</b> Operations from NIELIT, Ministry of IT, Govt. Of India. <b>3 Years GNIIT Diploma in Computer</b> Applications from NIIT, New Delhi
Software Known	:	MS-Office (Word, Excel, PowerPoint, Outlook express, MS-Access) , D.T.P, Tally ERP/PRIME, Internet Applications, Hindi & English Typing.

## Work Experiences

1. Organisation Name : **Koenig Solutions Pvt. Ltd.**  
Plot No. 22 I.T Park Shastradhara Road  
Dehradun , Uttrakhand , INDIA

Post Name : Assistant Centre Manager

**Duration** : **From 20<sup>th</sup> Sept. 2007 to 30<sup>th</sup> July, 2011**

Work Profile : Managing Customers from European  
And Asian Countries and providing them  
All the general day to day supports including  
their Accounts and all Admin support.

Web site : <https://www.koenig-solutions.com/>

2. Organisation Name : **CHIP CENTRE OF COMPUTER EDUCATION**  
117/223, Karanpur Dehradun Uttrakhand.

Post Name : Centre Co-ordinator

Duration : **1<sup>st</sup> August, 2011 to till date**

**Work Profile**

Managing Students day to day Activities.

Handling all the admin works.

Managing Office and Students day to day  
accounts.

Key qualities : Hardworking, Sincere, adaptable to Changes  
And new technologies.

I Mr. Satender Singh S/o Mr. Alam Singh hereby declares that all the information given by me is true  
as per my best knowledge and for any false information I shall be responsible.

SATENDER SINGH  
(Applicant)