

Curriculum Vitae

Mandeep Singh

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Budhlada, Mansa (151502)

Career Objective

To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

Experience

D.A.V. Model School, Budhlada
July 2017- Till the date

Asst. Accountant & Clerk

Part-Time

Dr. Pawan's Hospital, Budhlada
January 2015-Till the date

Asst. Accountant

Profile Summary

- Ambitious, hardworking, energetic and well disciplined. Eager to learn new technologies and methodologies.
- Proficient in MS Excel And Tally
- Good communication skills
- Highly motivated and eager to learn new things
- Strong motivational and leadership skills
- Ability to produce best result in pressure situation
- Ability to work as an individual as well as in group

Academic

- Bachelors of Business Administration, Guru Nanak College, Budhlada, (Punjabi University)
- Senior Secondary from PSEB Mohali with Science Group 60 %
- Matric from PSEB Mohali with 71%

Interest Areas

- Reading Books
- Travelling
- Watching infotainment TV channels.

Personal Details

Father's name : Mr. Amrik Singh
Mother's name : Mrs. Sukhwinder Kaur
Languages Known : English, Hindi, and Punjabi
Nationality : Indian
Marital Status : Un-married
Permanent Address : Ward No. 13, Budhlada, Mansa (151502)

I assure you, if appointed I'll contribute my best to prove myself up to the expectations.

Place: - Budhlada

(Mandeep Singh)