

NAVNEET

📞 9250233064

✉ Navsingh.singh773@gmail.com

📍 Burari, Delhi - 110084

CAREER OBJECTIVE



To prove myself as a vital asset of my organization, by utilizing my skill set effectively towards organizational goal, work hard, work with excellence, to keep learning process continue, and finally reach to zenith of success.

EDUCATION



- Graduation in B.A. (Prog.) from University of Delhi in 2014.
- 12th from Sarvodaya Boys Sr Sec School in 2011.
- 10th from Victoria Public School in 2009.

WORK EXPERIENCE



◆ OPERATIONS COORDINATOR (AUGUST 2022 - PRESENT).

SAP SWISS TECH PVT LTD.

- Job Description: Coordinate with Sales team, Manage & Process orders, Prepare reports, Maintain Database and other day-to-day Duties.

◆ BACK OFFICE EXECUTIVE (APRIL 2015 - MARCH 2020).

ADVENTURE SPORTS COVER360.

- Job Description: Customized CRM, Data Entry on different Portals and Other Clerical tasks.

SKILLS



- Computer skills
- Coordination
- Basic software
- Data entry
- Report generation
- Database administration
- Managerial skills
- Basic MS office
- Computer Hardware & Software Installation
- Computer maintenance
- Internet Surfing
- Dependable & responsible
- Self-motivation
- Patience

PERSONAL INFORMATION



Name : Navneet
Father's Name : Kuldeep Singh
Gender : Male
Date of Birth : 13th May 1993
Address : Baba Colony, Burari, Delhi 110084
Languages : English, Hindi & Punjabi
Religion : Sikh
Nationality : Indian

DECLARATION

I Navneet, do hereby declare that the information given above is true to the best of my knowledge.

DATE:

PLACE: DELHI


Signature