+91-9151319435



ashishsinghit3@gmail.com



Vill : Kadipur,Post : Bakarabad,

Jaunpur, Uttar Pradesh-222136

Ashish Kumar Singh

### OBJECTIVES:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. A working environment where ideas encouragement and individual growth are given priority. I am looking for challenging opportunity in an organization which provides me the above.

### TECHNICAL SKILLS:

MS Office 2010, 2013 and Office 365

Excel Skills VLOOKUP, HLOOKUP, Pivot Table, most usable function,

Recording and Running Macros, Graphs and other features.

Other SkillsDashboard Creation, Daily Reports Creation,

Weekly Reporting Creation, Monthly Reporting Creation,

Presentation Preparation

### PROFESSIONAL EXPERIENCE:

**Working as supervisor in Barat Contraction 7 Dec 2020 to till Date.**

* Activities of workers engaged in production of refractory products, like brick, slabs, and posts.
* observes workers for making sure job performance meets standards that safety procedures are followed.
* Maintains record of ingredients used in preparing finishing mixture requisitions ingredients as needed.
* All Worker Make dally Report, work Progress Report, Payment delivers Report.

**Worked as Backend Executive in Tech Mahindra from 30 May 2019 to 7 August 2020 Noida**

* Prepared monthly Performance Status Reports.
* Collated, analyzed and documented company’s quarterly and half yearly performance details.
* Generated, maintained and analyzed Sales, Quality and Client Service reports.
* Reviewed history of current reporting.
* Monitored implementation of MIS processes and evaluated their effectiveness.

Worked as Backend Executive in Delight Honda Showroom from Jan 2018 – December 2019.

* Making All New car Selling And Maintenance Car Report.
* Managed information technology resources for business.
* Overseen MIS staff and delegated tasks and projects.
* Maintained and updated all details of service agreements with clients.
* Measured and developed service level targets against Best in class benchmarks.
* Performed Trend Analysis of Data and Automation of reports.

Worked as Side supervisor in Ridhhi Sidhhi Cement Plant from Jan 2014 – December 2017.

* Activities of workers engaged in production of refractory products, like brick, slabs, and posts.
* observes workers for making sure job performance meets standards that safety procedures are followed.
* Maintains record of ingredients used in preparing finishing mixture requisitions ingredients as needed.

Worked as supervisor in Libya power plant(GLF) from Jun 2014 – Set 2012014.

* Observes workers for making sure job performance meets standards that safety procedures are followed.

### EDUCATION SUMMARY:

* **Master Diploma in Computer Information & System Management** from Excel Net Computers Education Centre, New Delhi
* **Bachelor of Commerce** from Veer Bahadur Singh Puravanchal University, Jaunpur, Uttar Pradesh

### PASSPORT DETAILS:

**New Passport** **Old Passport**

* Place of Place - Lucknow Place Of Place - Lucknow
* Date Of issue - 15/02/2021 Date Of issue - 03/12/2010
* Date Of Exp -14/02/2031 Date Of Exp - 02/12/2020

### PERSONAL DETAILS:

* Father’s Name : Mr. Amar Singh
* Date of Birth : 01/07/1988
* Address : Vil. Kadipur.Post.Bakarabad, Dist- Jaunpur (222136)
* Language Known : English, Hindi
* Marital Status : Unmarried
* Aadharcard : 584729549388
* Hobbies : Reading Books, Playing Cricket, Listening Music
* Nationality : Indian
* Phone : +91-9151319435
* Email : ashishsinghit3@gmail.com

### DECLERATION:

I hereby certify that the above information is true to the best of my Knowledge.

Date:

Place: Jaunpur (Ashish Kumar Singh)