

CURRICULUM VITAE

MALKEET SINGH

**Ward no 06, Shakti Nagar
Cheeka Teh. Guhla, Distt. Kaithal
(Haryana) (at present live in Kurukshetra)
MOBILE: 82956-77173, 74044-64900**



CAREER OBJECTIVE:

- To attain a position especially in a people-oriented organization where there is a need to assure cooperative effort through the use of sound planning and strong administration to achieve goals.

ACADEMIC QUALIFICATION:

- 10th from H.B.S.E.in year 1998
- 12th from H.B.S.E.in year 2000
- B. A From KUK in year 2003
- M. A History from KUK in year 2005
- MBA from GJU HISAR in Year 2009
- M. A English from IASE I year 2011
- B. Lib From MKU in year 2013
- Diploma in Computer science From Hartron in year 2003

COMPUTER KNOWLEDGE

- Excellent Knowledge of computer.

WORK EXPERIENCE:

- Working as a Partner cum chief Administrative Officer in PEE EMM institute From 01 March 2015 to till Date. (Monthly earning Rs. 45000/-)
- Worked as a Office supervisor in Atma Ram Rice & Gen. Mills Cheeka From 01 April 2021 to 31 March 2022.
- Worked as a School Manager (Administrative & Transport Head) in SD Sr Sec School Cheeka From 01 Oct 2006 to 23 Jan 2015.

PERSONAL SKILL:

- Good Communication skills
- Can work in team as well as individually.
- Excellent Knowledge of Top Management.

STRENGTH:

- Disciplined able to take initiative high aptitude.
- Focused

HOBBIES AND INTERESTS:

- Reading News paper
- Reading books

PERSONAL INFORMATION:

- Date of Birth : 03/04/1980
- Father Name : Sh.Ram Singh
- Marital Status : Married
- Nationality : Indian
- Language Known : English, Hindi and Punjabi

SELF PROFILE

I am fond of learning new things, I am a fast learner and I have a spirit to achieve and a passion to perform excellence.

DATE:_____

PLACE:_____

(Malkeet Singh)