

## Kanshu Singh

PermanentAdd: H.NO.610/417 Jugal Vihar Colony  
Faizullaganj, Sitapur Road  
Lucknow

Mobile : 8090279055,8687199992  
EmailID : kanshu13singh@gmail.com

### CAREER OBJECTIVE

To serve for an organization which promise the better future prospects for the employee and gives opportunity to work with full capability excellence.

### Work Chronology

- Currently Working with **MANAS GROUPS** from May-2019 to till now as Asst. H.R..
- 6 months experience at **Maharishi University** as an assistant Counselor.
- One year experience at **Surabhi Academy** as an Office Assistant.
- One year experience at **SBI Life** as an Insurance advisor Codeno.990599059.
- 6 months experience at **Vivah Creation** as a Data Operator.

### Professional Skills:

TEAMWORK / TECHNICAL SKILLS / DEPENDABILITY / RESULT FOCUS / ADAPTABILITY / COMMUNICATION AND PRESENTATION / LEARNING ABILITY

- Good communication, presentation and interpersonal skills.
- Quick to apply initiative and ability to work effectively.
- Well versed with the knowledge of computer.
- Good decision maker.
- Ability to work and deliver quality under pressure.

### IT Skills

Office Tools : MS Excel, MS Word, CCC & Networking  
Accounting Software : Tally ERP9.0  
Windows : XP, 98, 10, 7

### Academic Credentials

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- MBA from MAHARISHI UNIVERSITY with Specialization Finance & HR.
- 3 Months certificate course of Office Administration from ICICI Academy.
- B.Com from Lucknow University 2016 with 62% -(01<sup>st</sup> Division).
- 12<sup>th</sup> from U.P. Board, Lucknow, 2013 with 76% -(01<sup>st</sup> Division).
- 10<sup>th</sup> from U.P. Board, Lucknow 2011 with 65% -(01<sup>st</sup> Division).

### Personal

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DOB : 13<sup>th</sup>Sept.1996  
MaritalStatus : Unmarried Language  
: English &Hindi.  
FatherName : Mr. F.B. Singh  
MotherName : Mrs. AnitaSingh  
Hobbies : Roaming New Places and NetSurfing



Ms. Kanshu Singh

Date:

Place: