

CURRICULAM VITAE

SUKHJIT SINGH

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 Sher Shah Suri Road,
 Near Amit Sweet Shop,
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 Amritsar - 143104

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OBJECTIVE:

To achieve personal and professional growth by using my potential in contribution to development of the organization in which I work with determination and hard work.

WORK EXPERIENCE:

- From July 2017 with **Khalsa College of Laws**
Designation: Computer Instructor
Location: Amritsar.
- From Feb 2015 to April 2017 with **CTP Consultant**
Designation: Assistant Manager – HR
Location: Amritsar.
Job Profile: To do the recruitments.
- From Feb 2014 to Jan 2015 with ScaleneWorks Ltd. (sister concern of **HCL Technologies**)
Designation: Executive - HR
Location: Noida.
Job Profile: To do the recruitments.
- From Feb 2010 to Aug 2012 with **Accretive Health Ltd.** (An American company)
Designation: Sr. Analyst.
Location: Gurgaon.
Job Profile: To analyze the data of US based Insurance Companies and patients.
- From Dec 2007 to Dec 2008 worked with **Wipro BPO Ltd.**
Location: Okhla, New Delhi.
Designation: Technical Support Associate
Job Profile: To provide online Troubleshooting assistance for Internet to US based customers.
- From February 2007 - December 2007 worked with **SerWizSol Ltd.** – (A TATA Organization)

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Designation: Technical Support Associate
Location: Chandigarh.
Job Profile: To provide Troubleshooting assistance.

- From June 2006 - February 2007 worked with **IDS Infotech Ltd.** (A Medical Billing Company, working for US Doctors)
Designation: Supervisor in ARDeptt.
Location: Chandigarh.
Job Profile: To analyze the data of US based Insurance Companies and patients.
- From Nov 2004 - May 2006 worked with **Overseas Office Management Pvt. Ltd.** (A Medical Billing Company, working for US Doctors)
Designation: Analyst in ARDeptt.
Location: Jalandhar.
Job Profile: To analyze the data of US based Insurance Companies and patients.

Also worked with **Kendriya Vidyalaya, Gurdaspur Cantt.** for one year (session 2001-2002) as Computer Instructor.

LANGUAGES KNOWN:

Can read, write & speak fluently; English, Hindi & Punjabi.

ACADEMIC QUALIFICATIONS:

- B. Sc. (with Computer Sc. subject),
- P.G.D.C.A
- M. Sc. IT
- P.G.D. in Printing Technology and Management.

PERSONAL DETAILS:

- Father's Name: Dr. Jaspal Singh
- Mother's Name: Smt. Rattanjit Kaur
- Date of Birth: 12 January, 1978
- Sex: Male
- Marital Status: Married
- Nationality: Indian

Date: -----

(SUKHJIT SINGH)