***BINAY KUMAR SINGH.*****Mobile: -** **9333585879**

**E-Mail:-** v\_binay@rediffmail.com

**Subject : Application for a vacancy in your esteemed organization**

**Dear Sir/Madam**,

I am enclosing a copy of my resume for your consideration. I would like to call your attention to the skills and achievements in my background that are most relevant to the position you described.

I look forward to your response so that I may have opportunity to discuss about my background and career opportunities in greater detail.

Thank you for your attention, consideration, and forthcoming responses.

**Sincerely**

**Binay Kumar Singh.**

**OBJECTIVE**

To join a professionally managed organization as project employee, this provides a platform for continuous learning and development, leading to the growth of an organization and also to the growth of an individual

### PROFESSIONAL EXPERIENCE

**Work Experience:**

. ***METRO GROUP OF COMPANISE.***

 ***Role:*** *Branch Co-ordinator.(katwa branch)*

 ***M/s. S G Communication (*Sep’08 to Jan,10*)***

 *{A Distributor House Prepaid Sim of Vodafone Essar South Ltd.}*

 ***Role :****MIS*

 ***Responsibilities:***

* *Data Base Management*
* *Customer Care*
* *Implementation of Company’s Policies on Retailers*
* *CAF Checking.*
* *DSM Sales Support*
* *Office Management*

#  *Voda Fone EssarSouthLTD. (Jul'07 - Sep'08)*

 ***Role :*** *VMS Executive*

 ***Responsibilities:***

* *Office Maintenance.*
* *Data Maintenance.*
* *Underwriting*.

 ***IICL (Jan'05 – Jun'07)***

 ***Role:*** *Faculty*

 ***Responsibilities:***

* *Teaching of Computer*.

### ACADEMIC PROFILE

**Education H.S**

Specialization Arts

School Kashiram Das Bidyayatan.(Katwa)

Date of Completion 2003

**Education Madhyamik**

School Kashiram Das Bidyayatan.(Katwa)

Date of Completion 2001

#### PERSONAL DETAILS

* + **Name :-** Binay Kumar Singh.
	+ **Marital Status**  :- Unmarried
	+ **Date Of Birth :-** 12th April 1985
	+ **Gender :-** Male
	+ **Phone** :- 9333585879
	+ **Permanent Postal Address** :- To Binay Kumar Singh.

C/O Sitaram Singh.

 Po- katwa.

 P.s- Katwa

 Dist Burdwan

 Pin 713130

* + **Mother Tongue :-** Bengali
	+ **Other Languages :- Reading ---** English

 **Writing ---** English, Hindi, Bengali

 **Speaking ---** Bengali & Hindi

### Interest & Hobbies

* Making Friends
* Listening Song & Instrumental.

**Weakness**

* Incomplete assignment makes me uneasy

**Strengths**

* Taking Initiative for self learning of new Job
* Workaholic, Spiritual, Coolheaded
* Hard work

Respected Sir/Madam,

 I, Noor Hasan Lodi is enclosing by Resume and hope according to the requirement of the reputed organization I would make fit in the assigned vacant post. I would be more suitable in the post.

 Hope for a favorable response at the earliest. Thanks for your co-operation in helping me out to fit a proper position.

With regards,

**Date Sincerely**

**Place**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature**

**Binay Kumar Singh.**