

RESUME

TEJ BAHADUR SINGH

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Presently residing in Bhangel, Noida



o OBJECTIVE

Looking for a responsible & regular position where I can use my skills, abilities and experience and provide full time assistance and quality performance to the team.

o WORK EXPERIENCE

April, 2021 – Present:

- Working as an Executive Assistant/ Legal Typist/ Steno with Mr. Devendra Singh, Insolvency Professional, Director in Witworth Insolvency Professional Private Limited.
- Working as an EA/Steno/Typist and assisting in Process of Corporate Insolvency Resolution. Mainly prepared Notices, Minutes of the Meeting, Summary Records, drafting and formatting various Reports & Application filing before Hon'ble NCLT and Other Court, Reply to various Government Department and Regulatory Authorities, Timely communication with the Stake Holders/Bankers and Other Parties of the CIRP Process, Co-ordination and Follow up with Advocates/Bankers/Auditors, conducting CoC meetings through online mode. Handling day do day General Administrative work of the office.

June, 2020 – February, 2021:

- Once again worked as Data Entry Operator/Personal Assistant in the Institute of Secretariat Training & Management, Department of Personnel and Training, Govt. of India. I was attached with Deputy Secretary to the Govt. of India and incharge of iGOT Project. I provide extensive assistance for organizing various level of training programme conduct on the iGOT Project. In iGOT Project I was also assisting to prepare e-content, upload content, review and publish the content etc. Prepare status report of e-content development and upload on the platform. I was the only person there to handle the Platform for smooth conducting the training programme for the official of the Government of India.

November 2019 – June, 2020:

- Worked as an Executive Typist/ Steno at **Dhir & Dhir Associates**, Defence, Colony, New Delhi. Taking direct dictation on computer, formatting/printing/scanning of applications, letters, legal notice, writ petition, SLP, Company appeal etc.

March 2017 – November 2019:

- Worked as **Data Entry Operator/P.A.** in the **Institute of Secretariat Training & Management**, Department of Personnel and Training, Govt. of India.
- I was attached with Deputy Director & Central Public Information Officer (CPIO). I provided extensive assistance which includes stenographic assistance, taking dictation of notes, D.O. Letters and transcribing them accurately and promptly, maintaining of Diary Register, official records & replying to RTI application online.
- Attending telephone calls and visitors, keeping record of meetings, fixing of appointments and reminding the officer well in time.
- In addition to the above, I executed all other work assigned to me from time-to-time by my officer as well as by other senior officers sincerely and efficiently. I also worked with the **Hindi Section, Administration Section and Cash Section** of the Institute in connection with their domain works.

November 2016 – November, 2019: Part Time (06:00PM to 08:00PM)

- Steno cum Typist in **KM Law Associates**, Sai Enclave, Dwarka Sector 23.

May 2014 - July 2015

- Worked as Computer Operator in **JC Infotech** (Totally documentation/online form works etc.)

◦ ACEDMIC /PROFESSIONAL QUALIFICATION

Qualification	Passing Year	College/ University	% Percentage
Matriculation	2012	Board of High School and Intermediate Education U.P.	73.50 %
Intermediate (PCM)	2014	Board of High School and Intermediate Education U.P.	62.00 %
Stenographer & Secretarial Assistant (English)	2015-2016	Govt. of NCT Delhi, ITI Jail Road, New Delhi	76.75 %
CCC	Nov, 2017	NIELIT, New Delhi	Grade 'D'
B.A. (Prog.)	2021	School of Open Learning, DU	41.91%
B.A.LL.B.	Pursuing (5 th Semester)	Indraprastha Law College, Knowledge Park, Greater Noida	-

○ KEY SKILLS & ATTRIBUTES

- Strong Communications skills including ability to listen and convey ideas and to interact with diverse groups of people, Multi-Tasking capabilities

○ COMPUTER SKILLS

- Hindi Typing Speed 35 wmp in Devnagari /Mangal Font
- English Typing Speed 60 wpm and English Shorthand
- Adept at dealing with MS Word, Excel and Powerpoint, familiar with all Computer Applications, Internet, Mails etc.

○ PERSONAL INFORMATION

Father's Name	Late Sh. Om Prakash
Mother's Name	Smt. Yadvati Devi
Date of Birth	08.10.1997
Nationality	Indian
Gender	Male
Marital Status	Married
Languages Known	English, Hindi

○ DECLARATION:

- *I hereby certify that the information contained herein is true and correct to the best of my knowledge, information and belief.*

Place: Noida

Date: 11.07.2023

(Tej Bahadur Singh)