

# **RESUME**

## **DEEPAK SINGH**

H.NO. B/261, Gali No.5, Om Nagar,  
Meethapur, Badarpur,  
New Delhi-110044

**Mobile No -7303061406**

**Email Id: - [deepaksingh73836@gmail.com](mailto:deepaksingh73836@gmail.com)**

## **Career Objective**

To seek a challenging position in an esteemed organization where I can take the beverage of my skills, knowledge and ability to create a niche for myself in the organization and my personal growth with the company objectives.

## **Work Experience**

- Presently working as a Sr. Verification Specialist in Intuitive Info Services Pvt. Ltd. Last 3 years.

## **Responsibilities**

- Verify employment details of prospective candidates for client companies.
- Interact with the HR or Line managers for employment & reference verification.
- Coordinating with Vendors & Clients for the various reports (Email as well as verbal communication) & share the final report with the client.
- Process education document through vendors & direct site of institution & universities & do also verify address details of the candidates through vendor.
- Prepare validation & takin follow up for the payment.
- Report Writing.

## **Technical Skills**

- Basic Knowledge Of Computer Software and Hardware.
  - Ms-Word
  - Ms-Excel
  - Ms-Power Point

## **Academic Qualification**

- **Pursuing Post Graduation (MBA) from Delhi University.**
- **Graduation completed (BA) from Delhi University.**
- **12<sup>th</sup> Passed from C.B.S.E Board with Arts Stream in.**
- **10<sup>th</sup> Passed from C.B.S.E. Board in.**

## **Strength**

- Punctuality
- Positive Thinking & self-confidence.
- Work hard & efficiently in a tight schedule.
- Communication skills & sincerity.
- Ability to work under pressure and meet deadlines

## **Personal Profile**

Father's Name : **Mr. Kailash Singh**  
Date of Birth : 16 FEB 2002  
Gender : Male  
Marital Status : Unmarried  
Nationality : Indian  
Religion : Hindu  
Language : Hindi & English  
Hobbies : Always Do Something New & Best

## **Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date.....**

**Place.....**

**DEEPAK SINGH**