

# Pratibha Singh

Arvind nagar Satna  
6266557947, 8821026484 | pratibhajec26@gmail.com

## Objective

I am a highly driven recent business school graduate seeking a full-time position in finance where I can lend my knowledge of market analytics to help your organization improve profitability.

## Experience

- Citymitra india pvt Ltd** 01-09-2019 - 30-08-2020  
Office executive
  1. Responsible for creating the employee schedule.
  2. Responsible for dealing with any employee complaints.
  3. Responsible for ensuring office employee work is up to standard.
  4. Responsible for tender submission and execution.
- Aditya engineering Collage Satna** August-2016 - August-2019  
Professor
  1. Responsible to attend Classes of all Electrical subjects.
  2. Responsible for Managing admission department like registration calling etc.
  3. Responsible for Exam Co-ordination.
  4. Responsible for Exam Supervision and operation.
  5. HOD of Project department (Minor Projects).

## Education

- Govt. Polytechnic college satna/RGTU** 2009  
Diploma in electrical engineering
- Govt. Engineering college jabalpur/RGTU** 2013  
B-tec
- Millennium computers satna** 2010  
Diploma in computer application
- APS University Rewa** Pursuing  
MBA in finance

## Skills

- Knowledge of academic structure classes and execution.
- Knowledge of banking procedure and services.
- Knowledge of business operation tenders release and execution.
- Knowledge of admission cell.
- Knowledge of Exam Co-ordination.
- Knowledge of selection and enrollment of new students.
- Knowledge for organizing cultural and sports activity in institution.
- Knowledge of preparing students for projects and extra-curricular activities.
- Knowledge of employee welfare and HRD.
- Knowledge of Electrical engineering academy.

## Projects

- **3 Digit bidirectional visitors counter**

- **Project on inverter**  
Major project

## Declaration

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- I hereby declare that the information given above is true to the best of my Knowledge and ability.
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PRATIBHA SINGH