



# MOHAN SINGH

EDP INCHARGE

## CONTACT

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Burari, Delhi-110084

## EDUCATION

2012-2015

SCHOOL OF OPEN LEARNING

- Bachelor of Arts

2012

CBSE

- Senior Secondary

2010

CBSE

- Secondary

## SKILLS

- Excel
- Word
- Powerpoint
- Canva
- Illustrator
- Photoshop
- FDMS
- Lead Genration
- Followups
- Insurance
- Typing

## LANGUAGES

- English
- Hindi

## PROFILE

Results-driven professional with over 10 years of diverse experience in billing, graphic design, and EDP management. Proficient in a wide range of software including Excel, Word, PowerPoint, Illustrator, Photoshop, and CorelDRAW. Adept at managing data, designing impactful visuals, and ensuring smooth operational workflows. Seeking to leverage skills and experience in a challenging new role.

## WORK EXPERIENCE

### ROHIT FORCE

2021 - PRESENT

Automobile co.

- Oversee electronic data processing operations for the company, ensuring accuracy and efficiency.
- Manage and maintain company databases, focusing on data integrity and security.
- Coordinate with various departments to streamline data-related processes and enhance overall operational workflows.
- Utilize Excel and other software to generate detailed reports and analyze data trends.

### WEBGESTY DIGITAL

2018-2020

- Developed marketing materials, social media graphics, and website visuals based on client requirements.
- Designed engaging visuals for various media platforms using Illustrator, Photoshop, and CorelDRAW.

### PARKAR & CO.

2015-2018

Export Co.

- Handled billing operations for towel, socks, and blanket products, ensuring accurate invoicing and record management.
- Utilized Excel to manage billing data and track financial records.
- Resolved billing discrepancies and provided customer support to enhance client satisfaction.

I hereby declare that the above-mentioned information is correct to the best of m knowledge.

Place: New Delhi

(Mohan Singh)