

Mamta Singh

mamtasingh.friend@gmail.com

8178602334

03 -10-2022

Hiring Manager,

Dear Hiring Manager,

I'm applying for the vacant position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number below or at my email address.

Sincerely,

Mamta Singh

Email Id- mamtasingh.friend@gmail.com

Contact no-8178602334

Mamta Singh

Mamta Singh  
mamtasinh.friend@gmail.com  
Steam Colony Patratu  
Q-NO- 598/ab  
Ramgarh Jharkhand  
829118  
Mobile : 8178602334  
Gender : Female  
Marital Status : Unmarried  
DOB : 27/7/1989  
City : Ramgarh  
State : Jharkhand  
Country : India  
Pincode : 829118



## CAREER OBJECTIVE

I aspire for a challenging position in a professional Organization where I can enhance my professional skills and strengthen my performance in adding with Organization's motto. Myself a self motivated achiever with an ability to plan and execute.

## ACADEMIC DETAILS

- Master of Arts in English [2019] with aggregate of 50% from IGNOU
- Diploma in Graphic and Web design [2015] with aggregate of 63% from ARENA ANIMATION LUCKNOW
- Diploma in Fashion Designing [2010] with aggregate of 52% from VIFT Ranchi
- AutoCAD [2013] with aggregate of 90% from Hitech computer Education Lucknow
- Certificate in the teaching of English [2015] with aggregate of 63% from IGNOU
- Bachelor degree in Chemistry [2012] with aggregate of 68.2% from St Xavier's College Ranchi
- Junior Diploma in Fine arts [2014] with aggregate of 63% from Prayag Sangeet Samiti( from Manjari Music Classes Lucknow)
- IELETS [2017] with aggregate of 70% from BRITISH COUNCIL
- GENERAL ENGLISH [2015] with aggregate of 75% from BRITISH COUNCIL
- Certificate of Proficiency in French [2014] with aggregate of 68% from Lucknow University
- Basic course in Spanish [2015] with aggregate of 80% from Instituto Cervantes
- Diploma in Computer Application [2011] with aggregate of 80% from Alpine Infotech

## WORK EXPERIENCE

- Worked as Back office executive in BQSI from Aug 2013 to Sep 2014  
Role :handling all the back office work of company involving lot of calculation and some computer work
- Worked as Designer in Small company working for Horlicks brand in Delhi from Nov 2014 to Mar 2015  
Role :Designing logo and Pamphlets for Horlicks brand

## PROJECT DETAILS

### • eProject having title Boost- A Sports Shop

**Description :** A website is designed  
**Duration :** 2 September to 25 September 2014  
**Role :** Website Designer  
**Team Size :** 1

### • Illustrator, photoshop and coral draw project

**Description :** Different projects are being given on different software  
**Duration :** 2013-2015  
**Role :** Graphic designer  
**Team Size :** 1

### • Different subjects in Fashion Designing

**Description :** Different projects in Different subject in Fashion designing while studying for example Tie and Dye project  
**Duration :** 2009-2010

**Role** : Fashion Designer

**Team Size** : 15

• **Fine arts**

**Description** : project to be submitted before exam of Prayag Sangeet samiti

**Duration** : 2014

**Role** : Artist

**Team Size** : 1

• **English Academic Project**

**Description** : Done some English Theoretical projects in BRITISH COUNCIL DELHI while studying IELETS prepration and General course

**Duration** : In 2015 and In 2017

**Role** : Academic Learner

**Team Size** : 15

• **Spanish Academic Project**

**Description** : Done some theoretical projects while studying in Instituto Cervantes Nuevo Delhi

**Duration** : 2015

**Role** : Academic Learner

**Team Size** : 10

## FIELD OF INTERESTS

- Marketing, Language Learning, Creative pursuit, Club or Social activity, Music, Dance and watching play

## SKILLS

- Computer Software and Application knowledge, Good Typing Speed, Project Management, Writing and Editing, Dance, Singing, musical Instruments

## INDUSTRIAL EXPOSURE

### Industrial Visit at:

- Work as Graphic Designer in small company for Horlicks Brand

### Inplant Training at:

- While studying Fashion Designing in VIFT Ranchi Attended Diffrent Clothing brands and shops to do surveys

## ACHIEVEMENTS

- While Doing Academic Courses Fulltime managed to work Full time as well From 2013 to 2018 and got good grades in Studies and work performance was also good.

## CURRICULAR ACTIVITIES

- Work as a designer in a Fashion Show cum Annual Fest organised by VIFT Ranchi in 2010.
- Interested in Learning diffrent languages and expert in English and Hindi Language and Learnt basic of French and Spanish
- Done Archery course in Yamuna Sports complex Delhi
- Done swimming courses in YMCA Delhi, Dolphin swimming Academy Delhi and Khajan singh swimming Academy

## DECLARATION

I do hereby declare that the above statements mentioned in my resume are true and correct to the best of my knowledge and belief.

Date : 3 aug 2022

Place : Ranchi

*Mamta Singh*

(Mamta Singh)