

# Rajendra singh

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DOB-01/01/1989

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## WORK EXPERIENCE

CBSL GROUP  
2019 - 2025

### Back office coordinator

Reviewed the documents and according to the title and also content of the document, assigned the code to the documents.  
Updating the error file. Resolved queries by interacting with the team.  
As a QC, I have taken the responsibility to lead my team and guide them, checking the batches and submitting to the clients.

NEWZEN S/W PVT  
LTD  
02/2018- 12/2018

### Back office coordinator

Validating the documents Entering dato in the documents and submit them to clients Focused on the work to reach my targets with in the time.

Alanki assignment  
3/2013-2/2014

### Data entry operator

Detail-oriented data entry professional dedicated to accurate and timely information processing  
Accurate and discreet data entry professional experienced in handling confidential information securely and responsibly.

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## EDUCATION

**B.A (Kalinga university) raipur, chhatisgarh 2020-2023**

**Senior secondary Education(NIOS) Delhi, 2010**

**Secondary education (NIOS) DELHI, 2008**

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## SKILLS

Excel, data  
management , data  
entry

## LANGUAGE

English  
Hindi

## SOFT EDUCATION

**3 month certificate in  
basic computer**

ICA EDU SKILLS PVT LTD  
**Location:** YAMUNA VIHAR,  
Delhi, INDIA