

Resume /

Name / : Virender Singh
Father's Name / : Jagveer Singh
Date of Birth / : 20/03/2007
Address / : Rajasthan, Hanumangarh
Mobile / : 9352015535
Email / : virendersinghsandhusaab@gmail.com
Nationality / : India
Marital Status / : Unmarried
Languages Known / : Hindi, English, Punjabi

Career Objective /

To work in a reputed organization where I can utilize my skills in Data Entry, Video Editing, and Computer Operations while learning new technologies and building a successful career.

Profile Summary /

I have completed my 12th grade in Arts stream and have a strong interest in computer - based work. I am interested in Data Entry, Video Editing, Basic Computer Operations, MS Word, MS Excel, Internet Browsing, and File Management. I am hardworking, responsible, and a quick learner.

Skills /

- Data Entry
- Video Editing
- MS Word
- MS Excel
- Basic Computer Knowledge
- Internet Browsing
- File Management
- Fast Typing
- Quick Learner
- Time Management

Educational Qualification /

12th (Arts) – Passed (2026)

Interests /

- Data Entry Work
- Video Editing
- Computer Work
- Learning New Software

Strengths /

- Honest and Responsible
- Hardworking
- Positive Attitude
- Quick Learner

Signature /

: Virender Singh