

SUMI SINGHA

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CAREER OBJECTIVES

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge and experience. I am committed to continuous learning and leverage my skills to drive innovation, solve problems, and achieve both personal and organizational goals in a dynamic and collaborative work environment.

KEY SKILLS

Technical Skills: MS OFFICE, Data Analysis, Presentation Skills, Content Creation

Soft Skills: Communication, Time management, Active listening, Adaptability, Attention to Detail, Problem Solving.

PROFESSIONAL EXPERIENCE

Business developing officer Apex Aviation Institute Pvt. Ltd	2023-24 Nov- Feb
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EDUCATION

Bachelor of Arts Gurucharan College Silchar	2019-2022
12 th Assam Higher Secondary Education Council	2017-2019
10 th Board Of Secondary Education	2017 completed

CERTIFICATION

- Diploma in Computer Applications 2023 completed
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PERSONAL PROFILE

- Date of Birth: 15/05/1999
- Nationality: Indian
- Known Languages: English, Hindi, Manipuri, Assamese, Bengali