



CHARANJIT SINGH

286/12, dashmesh nagar, dr. Komal vali gali, near civil court Patti,
dist. Tarn Taran, Punjab, India

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OBJECTIVE

To achieve a good lifestyle and bright future for my family and me by giving hundred percent towards my job with full honesty and integrity

EXPERIENCE

Punjab state aids control society Chandigarh (department of health and family welfare punjab)

Data manager 4 June 2013 till date

- Job responsibilities
- Registration of patients for treatment of drug users
- Collect the user fees from patients , maintain cash register and cash deposit in bank
- Making of monthly reports, tracking sheets and treatment compliance sheet
- Maintain the expenditure in public finance management system Software and prepare cash books
- Entering data into different computer databases, manage and maintain effective record keeping. In addition, they may be responsible for organizing files, collecting and managing data to be entered into the computer.

EDUCATION

- Bachelor's in arts stream in 2005 from government college Patti .
- Post graduate diploma in computer application in 2008 from Guru Gobind Singh Khalsa College sarhali.