

Tej Pratap Singh



tej6375@gmail.com



9523146375



Banglore, India

SKILLS

Empathy

Problem Solving

Time Management

Interpersonal Skills

Communication

Critical Thinking Skills

Decision Making

Active listening

Resilience

Adaptability

Event Management Skills

Promote healthy work environment

Teamwork Skills

Java

Sql

Ms Excel

LANGUAGES

English

Professional Working
Proficiency

Hindi

Native or Bilingual Proficiency

EDUCATION

B. Tech [Civil Engineering]

Orissa Engineering College, Scored 7.26 of 10

09/2015 - 06/2019

Bhubaneswar

Senior Secondary Examination.

Pt Ujjwal kumar Mishra Foundation college.

05/2013 - 06/2015

Scored 66.2%

WORK EXPERIENCE

Content Writer

SiliconIndia

11/2023 - 05/2024

Responsibilities

- Writing articles for the website. Analysing what the students want to know and provide them with the right information.
- Preparing Questionnaires about various industries.
- Proofreading of profiles for articles to be published in the magazines.
- Taking CXO Interviews.

Billing Engineer

Hari Om Contractors

01/2021 - 10/2023

Responsibilities

- Identification and preparation of extra items required on site.
- Preparation of monthly reconciliation statement of building material.
- Estimated materials, equipment and labour needed for construction activities and secured resources needed to facilitate completion and delivery of projects.

Advisor

Wipro BPO

01/2020 - 09/2020

Associate

- Provided customers with effective ways to resolve complaints and service issues by effectively communicating their concerns.
- Written Emails to customers convincing them for plan upgradation and new connection.
- Assessed problems and developed possible solutions after collecting customer information.