



Umesh SINGH

Transcriber // Operations Manager

Results-driven Operations Manager with strong experience in managing daily operations, team coordination, workflow optimization, and process improvement. Skilled in handling people, meeting targets, improving efficiency, and ensuring smooth business operations.

Contact

+91 8851102913

syalakotil@gmail.com

Galli, Kafalni, Danya, Almora

Skills

- Audio & Video Transcription
- Workflow Planning
- Audio & Video Transcription
- Fast and Accurate Typing
- English & Hindi Language Proficiency
- Proofreading
- Time Management
- Team Handling & Supervision
- Client & Stakeholder Coordination

TECHNICAL SKILLS

- MS Excel
- MS Word
- Google Sheets / Docs
- Email & Reporting Tools

Experience

Transcriber

Freelancer 2021-2022

- Transcribed audio and video files
- Converted spoken content into accurate text
- Maintained confidentiality and formatting guidelines

Operations Manager

Freelancer 2022-2024

- Managed day-to-day business operations smoothly
- Supervised team performance and ensured task completion on time
- Created and improved operational processes for better efficiency
- Coordinated with different departments to achieve company goals
- Prepared daily/weekly operational reports

Education

Soban Singh Jeena University

B.B.A 2024-present

12th 2023-2024

Language

Hindi



English



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DECLARATION OF COMPLETION

Umesh Singh

has successfully completed the online course
Business Analytics with Excel

This professional has demonstrated initiative and a commitment to deepening their skills and advancing their career. Well done!

25th October 2025

Certificate code : 9232043

A handwritten signature in blue ink, appearing to read "Krishna Kumar".

Krishna Kumar
CEO, Simplilearn

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