**RESUME**

**Mrs. AARTI KAPOOR**

14/22 Old Subhash Nagar

8989584707

aarteeit@gmail.com

Bhopal

Having 15 yrs experience as Office assistant/Cashier and managed various tasks of an organization efficiently.

**Objective:**

Working with a reputed growth oriented organization, where I can achieve goal in life as well learn new skills with open mind.

**Qualifications:**

* B.Ed With First Div. From RNTU (2019)
* Diploma In Software Management from Aptech (Dehradun)
* B.Com from Garhwal University in 2001
* XII th (Commerce) from U.P Board in 1998
* Xth from U.P Board in 1996

**Skills:**

* Extensive experience in official work.
* Excellent Working Experience in various software MS.Office, TALLY E.R.P.9, Marg software. Etc.
* Excellent working Experience of Manual and computerized accounts including Vat knowledge of form 49, C- form etc.
* User friendly with Internet.
* Moreover these skills I am punctual & dedicated with my work.
* Work with honesty is my keyword for success.
* Always ready to learn new concepts, software & gadgets.

**Languages Known:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| English | Excellent | Excellent | Excellent |
| Hindi | Excellent | Excellent | Excellent |
| Local | Good | Average | Average |

**Work History:**

|  |  |
| --- | --- |
| **At Present (Since Aug 2015)**  **(1)**  **May 2011 to August 2015 Date**  **(2)**  **March 2006 to October 2010**  **(3)**  **Jan 2004 to**  **Feb 2006** | **Presently working with Career College Bhopal.**  **As Fee Coordinator**  **Main work is to Maintain fees receiving from student maintain their accounts and handle all fee related issues.**  **Ferrotech Engineers (Govind Pura)**  **(Office Assistant)**  As an office assistant I am responsible for the all Official Work, all correspondent regarding purchase & sales, Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund, Maintain records of stock, goods inwards and outwards, all official Accounts & Salary, etc.. Having team of 10 nos. of juniors & labors.  **New Look Central School**  **(Office Assistant)**   As a office Assistant work duty in school I was assign for fees records, perform data entry and payroll tracking. Maintains records of books selling.  **Rotary International (N.G.O)**  **(Office Assistant)**  As a Office Assistant, I took the responsibility of monitoring multiple computers, peripherals. I am also given the responsibility of preparation of Minute sheet, Office Accounts (Manually and  computerized). I also took the responsibility of keeping records of members of N.G.O. and all the correspondence of N.G.O. |

**Personal Details:**

Name : Mrs. Aarti Kapoor

Date of Birth : 22-Nov-1981

Nationality : Indian

Correspondent Add : 14/22 Old Subhash Nagar, Bhopal

[aarteeit@gmail.com](mailto:aarteeit@gmail.com)

**Date …**

**Place……**

**Bhopal…………….**

**(Aarti Kapoor)**

**Signature**