



## **JOYMATI NUNIA**

**VILL:** FAKIRTI, P.O: NIT (SILCHAR)

**DIST-CACHAR, ASSAM PIN-788010**

**MOBILE. NO-:**9015496604

**EMAIL –** [joymati.nunia@gmail.com](mailto:joymati.nunia@gmail.com), [nuniajoymati92@gmail.com](mailto:nuniajoymati92@gmail.com)

**Education:** – 10th Passed from Assam Board of Secondary Education in 2009.  
12th Passed from NIOS (Delhi).

## **Other Qualification:**

**Other Training:** - General Work Supervisor Training Programme in the Year 2011.  
Pursuing, Diploma (Civil) from Construction Industry Development Council, New Delhi.  
Had undergone training of Nurse in the Year 2010.  
Diploma in Computer Application

**Additional Skills:** – Worked on Ms ó Word, Ms ó Excel, Ms PowerPoint and Ms - Outlook.

## **Current Experience**

### **Since 2011 till Date**

As Asst. Officer for CIDC (Construction Industry Development Council) Nehru Place, New Delhi.

### **Job Profile**

Handling incoming calls and other communications.  
Update and maintain databases such as mailing lists, contact lists and client information  
Recording information as needed.  
Handling Projects (Co-ordination & Documentation)  
Compilation of MIS.  
Co-ordination of meetings and Conference.  
Prepare outgoing mail for distribution  
Updating paperwork, maintaining documents and word processing.  
Monitor incoming emails and answer or forward as required  
Fax, scan and copy documents.  
Type documents, reports and correspondence.  
Update and maintain internal staff contact lists

## **PERSONAL DETAILS**

**FATHER'S NAME** : **Late Ram Kumar Nunia**

**DATE OF BIRTH** : **05<sup>th</sup> January 1992**

**MARITAL STATUS** : **Unmarried**

**GENDER** : **Female**

**LANGUAGES KNOWN** : **English & Hindi**

**HOBBIES** : **Networking, Reading, & Listening to Music**

**ASSETS** : **Sincere, Honest & Hard Working**

**CAREER OBJECTIVE** : **To Excel to the best of my ability in the Work Assigned to me.**