

**SUNIL KUMAR SAINI****H. No: 569 Chajju Quarter****GT Road Ghaziabad, U.P. 201001****Mob: +91-9818711023****Email: [star1saini@gmail.com](mailto:star1saini@gmail.com), star0072016@gmail.com**

### CAREER OBJECTIVE

To seek a better opportunity in your esteemed organization and to make my career under your directional approach and enthusiastic guidance of your organizational team, this will make me a part of your management. To obtain an MIS Executive / Computer Operator position in which my personal, clerical and general office skills will contribute to greater office efficiency and productivity.

### Career Summary

- Total working experience +09 yrs. I have good experience to work on different profiles like Personal Assistant, Office Assistant, Mis Executive etc.
- Good Knowledge of Advanced Excel Formulas like **V-Lookup, H-lookup, Index, Match, Sumif, Len, Left, Right, Mid, Concatenate, Find, Replace, Chart, Pivot-Table** etc.

S. No	Position	Organization	Department	Duration	Working Experience	Salary Drawn (In Hand) Per month
1	MIS EXECUTIVE	Noida International University, Gr. Noida	Registrar Office	05 <sup>th</sup> Mar. 2018	-	Rs. 21500/-
2	MIS EXECUTIVE	Amech Business Solutions Private Limited Noida, Uttar Pradesh	Operations	20 <sup>th</sup> Dec 2017	1.6 Months	Rs. 25000/-
3	MIS EXECUTIVE	M/s Somany Ceramics Ltd. Sec. 6 – Noida, Uttar Pradesh	Sales And Operations	25 April 2017 To 27 OCT 2017	06 Months	Rs. 24000/-
4	MIS EXECUTIVE	SNAPDEAL.COM P-III, Okhla, New-Delhi	Seller Experience	03 Feb 2015 To 03 May 2016	1.6 Yrs.	Rs. 22500/-
5	OFFICE ASSISTANT	KIET Groups of Institutions, Muradnagar, Ghaziabad	Registrar Office	01 Dec 2008 To 02 Feb 2015	06 Yrs.	Rs. 10,000/-
6	OFFICE ASSISTANT	Shubham Carbonics Bulandshahr Road, Ind. Area Ghaziabad U.P.	Operations	01 Jan 2008 To 31 June 2008	06 Months	Rs. 4000/-

**Note: (Gap) - From Aug 2016 till March 2017 worked as personal tutor due to take care of paralyzed mother .**

### Role & Responsibilities:

1. To Prepare Mis report weekly, Monthly and Yearly bases.
2. To upload Students Data and marks on university website.
3. To prepare result analysis and departmental power point presentation for meeting.
4. To work in enrollment process and university examination.
5. To resolve quarry of vender with in limited time.
6. To correct the product image dimension to upload the product image on website.
7. Handled all the tasks related dispatch documents.
8. Coordinate with warehouse team and operation team.
9. To maintain warehouse stock register daily basis.

## ACHIVEMENT

- Got a certificate of Excellence for contribution as Technical Assistant in the two weeks ISTE Workshop on ENGINEERING Thermodynamics conducted by IIT Bombay.
- Got a certificate of honors for appreciation of the commendable services rendered as a Organizing Committee Member on the occasion of the ICNICT-2011.
- Got an award “SPARK AWARD – Promising New Comer” in Spandeal.com on the occasion. of the best 05 Highest Target Achieve

## PROFESSIONAL QUALIFICATION

ITI (COPA)	Specialization	:	Computer Operator & Programming Assistant
	Institution/Univ.:		Ingraham Institute Hapur Road, Ghaziabad
	Year	:	Aug 2005 – Jul 2006
	Percentage	:	80%

## DIPLOMA IN RAIL TRANSPORT & MANAGEMENT

Specialization	:	Rail Transport & Management
Institution/Univ.	:	Institute of Rail Transport & Management, New Delhi
Year	:	2005
Percentage	:	53%

## EDUCATIONAL QUALIFICATION

B.Sc. (PCM)	College	:	MMH Degree College, Ghaziabad
	University	:	CCS University
	Year	:	2002-2004
	Percentage	:	53.05%
12th	College	:	MMH Inter College, Ghaziabad
	Board	:	U.P. Board
	Year	:	2001
	Percentage	:	45.30%
10th	College	:	MMH Inter College, Ghaziabad
	Board	:	U.P. Board
	Year	:	1998
	Percentage	:	53.05%

## TECHNICAL QUALIFICATION

1. To Format and Installation of Windows Operating System in a system
2. To Install Printer and Scanner in a system

## INTERPERSONAL SKILLS

1. Can work effectively in team, as well as individually
2. Dedicated and Disciplined
3. Highly motivated person
4. Problem Solving and Decision making
5. Good Knowledge of MS Excel (Formatting, Formulas, Charts etc.)

## PERSONAL DETAILS

Date of Birth	:	20/07/1981
Father's Name	:	Lt. Babu Ram Saini
Nationality	:	Indian
Marital Status	:	Married
Gender	:	Male
Language Known	:	English, Hindi
Permanent Address	:	H. No. 569 Chajju Quarter GT Road Ghaziabad U.P. 201001
Phone No.	:	+91-9818711023, (In Any Emergency: 9810258953)

**Declaration:** I hereby declare that all the information presented by me is true to the best of my knowledge.

Date:

Place:

(Sunil Saini)