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| **Shammi Kapoor Dogra** |
| **Nationality : Indian ▪ Date of birth : 06 Jun 1975** |

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| **Contact** |
| **Mobile : 9811053179, 8628803179****e-mail :** **shammi8675@gmail.com****,** **shammi\_dogra@yahoo.com** |

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| **Address** |
| **Permanent.** | **Present/ Correspondance**  |
| Flat No FF2130, TDI Affordable Homes,TDI City, Sector 110, 111, Landran Banur Road SAS Nagar, Mohali, Punjab - 160055 | Flat No UG04, RZD-179, Block D, Rajnagar Part-II, Palam Colony, Opp Nekiram Saraswati Public School, New Delhi-110077 |

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| **Profile** |
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| **Objective :**  | *To attain the most challenging position in the organization where I can contribute in the most effective and result oriented manner through my technical and interpersonal skills.* |
| **Availability :** | Available |

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| **Key Skills** |
| * Initiative and ability to take responsibility, make decisions and achieve good results
* Administrative skills and experience
* Planning, organising and time management
* Keeping up to date with the latest technologies
* Proficient in office organization, handling of mails, making replies and maintaining of accounts (Double entry system)
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| **Education Qualifications** |
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|  | * **Secondary School Examination** : From Central Board of Secondaryb Education in the year 1991.
* **Higher Secondary Examination** : From the J&K State Board of Education in the year 1994.
* **Graduation** : Bachelors of Arts from Shobhit University, Meerut in the Year 2014.
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| **Other Qualifications** |
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|  | * **Diploma in Information Technology** : Passed One Year Diploma in Information Technology from Bandipor College of Information Technology in the year 2010.
* Proficient in working in Microsoft Office and handling with presentations.
* Typing Speed of 45 wpm in English.
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| **Work Experience** |
| * Worked in Indian Army as Clerk for 23 Years and served in different departments. Served at various posts like office superintendent, Accounts Clerk and Recruiting Clerk.
* While serving with Artillery Centre, Hyderabad from Feb 2004 to Feb 2006 participated in enrolment under Unit Headquarters Quota Enrolment programme.
* Worked on deputation with Border Road Organisation (BRO) for 3 ½ Years from Oct 2007 to May 2011 and performed duties of PA to Officer Commanding, MTO and handled different type of accounts like CSD Canteen, Regimental Fund etc
* Handled different type of works Minor, Revenue and Major while serving in Station Headquarters, Averipatti from Nov 2012 to May 2015.
* Handled different type of major procurement works while serving with IHQ of MoD Army from Jun 2015 to Apr 2018
* Worked with ECHS Cell Station Headquarters, Delhi Cantt wef 03 Oct 2018 on contract basis and appointed as Head Clerk of Complaint and Litigation Section also took active part in enrolment of contractual staff for various ECHS Polyclinics under Delhi/NCR.
* Worked as Data Entry Operator (DEO) with R&W Section (Corpus)/Directorate of Indian Army Veterans (DIAV) from 05 May 2019 to till date.
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| **Activities and Interests** |
| * A very active person who enjoys the outdoors, running and keep myself healthy and fit.
* Interested to work on internet to keep myself in touch with current issues.
* Reading books & articles associated with computer technology.
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| **Strengths/Capabilities** |
| * Commitment in performance.
* Adaptable to the environment.
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| **Languages**  |
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| **Hindi**Read, Write & Speak | **English**Read, Write & Speak | **Punjabi**Read & Speak |

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| **Special Achievement** |
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| ***Awarded Chief of Army Staff Commendations Card on Independence Day 2017*** |

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(Shammi Kapoor Dogra)