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| *e* CURRICULUM VITAECHANDNI KUMARI  * ***E-MAIL:***   ***Chandni.chandni1993@gmail.com***   * ***MOBILE NO :***  *+91-7297033108**ALTERNATIVE NO:* ***+91-9664004543*** *CONTACT INFORMATION*  * ***ADDRESS:***  1. ***No.14,F-2, Hanuman Vatika,***   ***Near Chankya Resturant,DCM Road,jaipur***  ***PERSONAL DETAILS:***   * ***Father’s Name:***   ***Sumer Singh***   * ***Date Of Birth***   ***19-08-1993***   * ***Sex: female*** * ***Nationality Indian*** * ***Marital Status Single*** | | *CAREER OBJECTIVE*  *“Seeking for a challenging position in an organization where I can apply my knowledge and hard work to be an efficient team member to contribute to development of an organization”.*  *ABOUT ME*  ***I have an optimistic approach to work and I am very confident in my ability to effectively deal with stress. I am structured and organized in my work and have an eye for details. As a good team member, I ensure in healthy interfacing with internal & external customers for smooth day to day activities. I have zeal to excel, while planning and prioritizing my work. Any new learning opportunity attracts me***  *STRENGTHS*   * ***Achievement Oriented, Hard Working, Attention to the details, Very Patient, Punctual and Get adjusted to the situation very easily and Eager to learn new things.*** * ***A smart negotiator with abilities in initiating cost effective arrangements*** * ***A strong planner with exceptional organizational & interpersonal skills***   *TECHNICAL SKILLS*   * ***Operating Systems- WINDOWS XP,7***   ***MS-OFFICE, EXCEL,WORD,INTERNET,TALLY***   * ***Internet and networking knowledge for small networking***   *EDUCATIONAL QUALIFICATION*  ***.***   * ***Xth from Air Force School, Begumpet Secunderabad with 63% CBSE in 2009*** * ***XIIth from Kendriya Vidyalaya AFS Begumpet Secunderabad 72% CBSE in 2011*** * ***Completed B.Com from St. Wilfred College for Girls, Rajasthan University in 2014.*** * ***Completed M.Com from Rajasthan University in 2016***   *ACHEIVEMENTS*   * ***Participated in Participated in Republic Day Parade Andhra Pradesh for 3 years.*** * ***Have been sports champion for 2 years.*** * ***Played Throw ball for regional and cluster level.***   *POtential*  ***• Good communication skill and interpersonal skill.***  ***• Ability to stay focused on repetitive tasks • Strong work ethic and ability to work with minimal supervision***  ***• Logical thinking and independent decision making skills  • Team player with exceptional interpersonal and solution-oriented attitude.*** | |
| * ***LANGUAGES KNOWN***   ***English***  ***Hindi***   * ***INTEREST AND HOBBIES***   ***Browsing internet***  ***, Listening songs*** | | *POTENTIALS*   * ***Good communication skill and interpersonal skill.*** * ***Ability to stay focused on repetitive tasks*** * ***Strong work ethic and ability to work with minimal supervision***   *WORK EXPERIENCE*   * ***Worked with Jumio India Pvt. Ltd. (Formerly Goyanka Technologies Pvt. Ltd.) as designation FOA for 8 Months***   ***Key Responsibilities:***   * *Attending call received and directing it concern person.* * *Maintain record of employees attendance.* * *Taking couriers and sending it to concern person.* * ***Worked in Impressive Star Software (P) Ltd. as Junior Associate in Developer Team for 10 months.***   ***Key Responsibilities:***   * *Gathering requirement from customers, the way want their software to be developed.* * *Making” Software Requirement Summary” of requirement gathered* * *Ensuring that the customer’s software is developed by developers with in time provided.* * *Testing software developed.* * *Delivering the customized software to ultimate customer.* * ***Working in SNG Group (Builders & Developers) as HR & Administration & Accounts Executive***   ***Key Responsibilities:***   * *Marked staff attendance and making Salary Sheet at the end of the month.* * *Making Entries in Tally for the newly allotted flats in Excel and Tally.* * *Passing the entries in Tally Journal, Receipt & Payment.* * *Maintaining receipt books of the projects.* * *Handled all the customers and clients of SNG Sir.* * *Took care of all the correspondence and make their entries in respective registers and direct to respective person.* * *Received all the bills coming through different sites and direct them to concerned department for processing.* * *Managed the front desk, received, direct, and relayed all the telephone calls.* * *scanned all the legal and required documents and bills.*   *DECLARATION*  ***I confirm that the information provided by me is true to the best of my knowledge and belief.***  *Place: JAIPUR Signature:*  *Date: (Chandni Kumari)* | |