|  |  |
| --- | --- |
| *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)*  |