

EXPERIENCE

📍 146-A, Guru Nanak Enclave, Zirakpur, Mohali, 160104

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EDUCATION

- **Bachelor of Commerce (B.com)**
Kurukshetra University
- **Diploma in Elementary Education (D.El.Ed.)**
- **Diploma in Computer Applications (D.C.A)**
- **Senior Secondary Certificate of Education**
C.B.S.E B o a r d (2015)

TECHNICAL SKILLS

- MAINTAINING MANAGEMENT INFORMATION SYSTEM (MIS)
- MS Office
- LEGAL DRAFTER
- COMPREHENSIVE TYPING SKILLS

CAREER OBJECTIVE

To pursue a dynamic and challenging career where I could bring my motivation, dedication and innovation to the organization and utilize my knowledge.

EXPERIENCE

Credit Cards and All Kind of Loan Services

Ankush InfoTech (June 2020 to Present)

Appointed as Team Leader

Job responsibilities or work area included:

- Manage the Office, Team.
- Maintain the Office Discipline.
- Providing the Trainings to the new employees as well as weekly Trainings to current employees.
- Guiding the path and Handling the specific customers of my team.
- Completion of current files and residual files by contacting the clients.
- Maintain the Master data and Management Information System (MIS) of working of each Individual of the Firm.
- Maintain of System work up-to-date.
- Login the Credit Card files into Branch of specific Bank.

Legal Drafter

NV Law Chamber (September 2019 to March 2020)

Appointed as Drafter and further worked as Free Lancer:

Job responsibilities or work area included:

- Typing the Draft, Legal Petitions, Objection in English as dictated by the advocate.
- Editing the draft and rectify the spellings and grammatical mistakes.
- Manage the Master data of the cases and matters.
- Maintaining the Management Information System (MIS).
- Handling as well operating the Manupatra, Indiakanoon sites at which advocate gets reference of previous judgment in present case.
- Manage office work.
- Charging bills on clients for retainerships, hearings, drafting legal petitions, objection, paperwork etc.
- Worked as multi-tasker.

