

CHANDNI

New Delhi, India  8447154917 |  kumarichandni759@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and reliable professional with over 4 years of experience across data entry, administrative support, front desk operations, and education. Proven ability to manage high-volume data with 100% accuracy, streamline office workflows, and provide exceptional client service. Seeking to leverage strong organizational and communication skills to contribute to operational efficiency in a stable professional environment.

KEY SKILLS

- **Administrative:** Data Entry & Management, Office Administration, Record Maintenance, Billing.
 - **Software:** MS Office (Word, Excel, Outlook), Basic Computer Operations.
 - **Communication:** Fluent in Hindi & English, Front Desk Management, Client Coordination.
 - **Soft Skills:** Time Management, Attention to Detail, Problem Solving, Reliability.
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WORK EXPERIENCE

Data Entry Operator | Interim Boards for Settlement, New Delhi Duration: 1+ Year

- Maintained and updated official digital records with high precision.
- Ensured strict confidentiality and correctness of sensitive documents.
- Organized and managed a streamlined digital filing system.

Data Entry Operator | AIIMS, New Delhi Duration: 6 Months

- Performed rapid data verification and entry for institutional databases.
- Assisted in maintaining structured data flow following strict institutional procedures.

Receptionist | Cosmetic Clinic, Lajpat Nagar, New Delhi Duration: 1 Year

- Managed front-desk operations and coordinated patient flow.
- Handled appointment scheduling, telephonic inquiries, and billing details.

Receptionist | Dr. Rajesh Kumar's Clinic, Panchsheel Enclave, New Delhi Duration: 1 Year

- Provided comprehensive administrative support and managed visitor documentation.

- Ensured a professional environment by managing calls and patient inquiries efficiently.

Art & Craft Teacher | Ananth School, Katwaria Sarai, New Delhi Duration: 1 Year

- Developed and conducted creative art sessions to boost student engagement.
 - Planned and executed various school-level creative activities.
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EDUCATION

- Master of Arts (Political Science)** – Indira Gandhi National Open University (IGNOU)
 - Bachelor of Arts (Political Science – Hons.)** – School of Open Learning, University of Delhi
 - Senior Secondary (12th)** – CBSE Board
 - Secondary (10th)** – CBSE Board
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PERSONAL DETAILS

- Father's Name:** Mr. Jaswant Ram
 - Date of Birth:** 03 August 1997
 - Marital Status:** Unmarried
 - Nationality:** Indian
 - Languages:** Hindi & English
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DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Place: New Delhi **Date:** _____

(CHANDNI)