B-260, 2ND Floor, Green Field Colony,

Faridabad, Haryana - 121010

E-mail:[Himanibaria14@gmail.com](mailto:Himanibaria14@gmail.com)

Contact no.7888869770/ 9999016630

**HIMANI BARIA**

**OBJECTIVES:**

To make contribution to the organization to the best of my ability and to develop new skills and share my knowledge while interacting with others and achieve new height.

**WORK EXPERIENCE** :

1. **Company Name:** Arth Institute of Computer Education.

**Duration:** 3rd July, 2015 to 30th April,2016.

**Position :** OfficeAssistant.

**Key Responsibilities Handled:**

* Responsible for all aspects of the day to day running of the filing, copying, report writing.
* Responsible to handle the telephone enquiries
* Provide general information to the students.
* Manage the documents in proper way.
* Responsible for managing the bill payment and collecting Student Fees.
* Filing up students online form for NIELIT Examination.
* Avoiding outstanding expenses and managing the petty cash.
* Handling ledger accounts.
* Handling Staff Attendance and Salary.

1. **Company Name:** Hitek Systems

**Duration:** 10th August, 2017 to 17th November, 2018

**Position:** Admin & FrontOffice

1. **Company Name:** Times Business Solutions

**Duration:** Present

**Position:** Data Entry Executive

**EDUCATIONAL QUALIFICATION:**

* Xth Passed from Central Board of Secondary Education.
* XIIth Passed from Central Board of Secondary Education.
* 3 Year Advanced Diploma in Office Management & Computer Applications from South Delhi Polytechnic for Women.
* B.com (Pass) from School of Open Learning, Delhi University.

**COMPUTER SKILLS:**

Good command on Microsoft word, Excel, Power point, Tally ERP and Corel Draw.

**ACHIEVEMENT:**

* Merit in Office Management & Computer Applications.
* Recipient of awards in various Sports.

**PERSONAL PROFILE:**

Father’s Name : Mr.Vinod Baria

Date of Birth : 7th August 1994

Language known : Hindi

Nationality : Indian

Marital Status : Single

Sex : Female

Hobbies : Listening music, traveling and Shopping

**STRENGTH:**

Sincerity, Hardworking, Prioritizing tasks, Punctuality, Energetic and Good learning skill.

I hereby declare that the information given herewith is correct to the best of my knowledge and I will be responsible for any discrepancy.

Himani Baria