

RUNITA

@ runitarunita007@gmail.com

+91 8130229445

4334 Bari Basti Basant Road Pahar Ganj New Delhi 110055

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

20 February 2019 - Till Now	Pinkerton Corporate Risk Management
	Research Associate * Responsible for Data entry, Client account management, Report Writing (Education, Employment, Reference, Address, Criminal). * Coordinate & Guide new Joiners and train them.
15 December 2017 - 30 September 2018	Income Tax Department
	Data Entry Operator (Part Time) * Type Official Letters. * Handled emails, scanning, document arrange.

Education

2014 - 2017	University of Delhi Bachelor of Arts 64.00%
2015 - 2016	National Institute of Electronics and Information Technology Business Professional Programmer (O Level) 65.00%
2012	CBSE Senior Secondary Education 85.00%
2010	CBSE Secondary Education 87.40%

Skills

English Typing 45wpm - 50wpm

Ms Word, MS Excel

Report Writing

Quality Check

Team Training

Achievements & Awards

I received reward by Pinkerton for best performance