

Laxmi

Permanent Address : - Plot No. 1, Street No 19, Prem Nagar,
Uttam Nagar West, New Delhi - 110059

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SUMMARY

Energetic office administrator and detail-oriented Data Entry Specialist with 2+ years of experience. Excellent Microsoft Office Skills and broad knowledge of office equipment seeing to implement cost-cutting administrative solutions at lofty Inc. Eager to support office operations with typing skills and Microsoft office knowledge.

SKILLS

- | | |
|----------------------|---------------------------|
| ➤ Data Entry | > Database Management |
| ➤ Invoice Processing | > Office Administration |
| ➤ Bookkeeping | > Microsoft Excel Mastery |
| ➤ Mail handling | > Filing |

EXPERIENCE

Executive-Group Gratuity Insurance and Valuation

Gratuity Trust Fund Consultant / April 2022 to May 2024

- Analyzed customer data, trends and preferences to identify new target customers.
- Making billing invoices and account statements to customers.
- Organized and maintained filing system for physical and electronic documents ensuring accuracy and confidentiality of records.
- Maintained Office supplies inventory by checking stock to determine inventory level anticipating needed supplies placing and expediting orders for supplies.
- Processed invoices for payments using accounting software and applications.
- Entered data into spreadsheets using Microsoft Excel or other similar programs.

EDUCATION AND TRAINING

- Rajasthan State Certificate of Information Technology from VMOU, Kota in 2017
- B.A Program from Delhi University in year 2017
- SSC passed in year 2013 from CBSE Board
- HSC passed in year 2011 from CBSE Board

OTHER QUALIFICATION

- Proficient Knowledge of Management of office Administration.
- Knowledge of computer software and MS Office, MS Excel

OTHER PERSONAL DETAILS

- Father's Name: Late shri. Haku
- Date of Birth: 04th June, 1994
- Marital Status: Married
- Language Known: Hindi, English

DISCLAIMER

I hereby declare that the information furnished above is true to the best of my knowledge belief.

(Laxmi)

Date :
Place : New Delhi

