

Resume

Sapna Prajapati

Near Gurudwara, Madan Mahal
Jabalpur {M.P.} Pincode-482002

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Career Objective :-

To secure a position in success full growth oriented term environment & to provide quality services in order to organization in achieving its strategic goal.

Education Qualification :-

- Graduation {B.Com Final } **From Rani Durgawati Vishwa vidhalaya, Jabalpur**
- Post Graduation {M.Com Final } **From Rani Durgawati Vishwa vidhalaya, Jabalpur**
- English and Hindi Typing Diploma from **MP Board, Bhopal**
- **DCA {One Year Computer Diploma} From Act Computer, Seoni.**
- **PGDCA {One Year Computer Diploma} From Maharishi Mahesh Yogic, Seoni.**
- **Accounting TALLY ERP9 with taxation {3 month Diploma} From Guide Computer, Seoni.**
- **Accounting TALLY ERP9 with taxation {6 month Diploma} From GOYAL Computer, Seoni**
- **Data Science {6 month Course} with Python, SQL, Machine Learning, Data Visualization, Tableau, Advance Excel, Business Understanding from Up grad, Bangalore.**

Project :

1. POWER BI, Tableau & MS Excel

- Created interactive dashboard to track and analyze online sales data
- Used complex parameters to drill down in worksheet and customization using filters and slicers
- Created connections, join new tables, calculations to manipulate data and enable user parameters for visualizations
- Used different types of customized visualization with use of different types of charts.

2. Capstone project – Lead scoring case study

- Source the data for analysis
- Clean and prepare the data
- Exploratory Data Analysis
- Feature Scaling
- Splitting the data into Test and Train dataset
- Building a logistic Regression model and calculate Lead Score
- Evaluating the model by using different metrics
- Specificity and Sensitivity or Precision and Recall
- Applying the best model in Test data based on the Sensitivity and Specificity Metrics.

Hobbies :-

- Chatting with friends, Watching TV and listening music.

Work Experience :

- **Seven year eleven month** (Dec 2015 to Nov 2022) working in **Infres Methodex Pvt Ltd**
Working – Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, tenders including office correspondence, memos, resumes and presentations.
- Organizing staff meetings and updating calendars.
 - Handling team members (Reporting /supporting)
 - 06 technical team member
 - 03 sales member
 - 02 Admin
 - Processing company receipts, invoices, and bills in ERP software.
 - AMC (Glory and Konica) billing
 - Konica Minolta Crisp Billing
 - Stock updation (inward and outward entries) i.e. MRF, Indent, Job card, Debit note, Delivery Challan, Installation
 - Cash and Bank book Maintain
 - Outstanding and customer advance
 - Working in Konica Minolta CRM / Microsoft Dynamic platforms
 - MIF updation
 - Services activities
 - Cases close
 - Part updating
 - HRM
 - Leave/Attendance for all Employees
 - Medical/LFA

Job Profile – Office Assistant/Clerical

- **Six year nine month** (Feb 2009 to Nov 2015) working in Barghat Project Division, Seoni

Working :-

- Bank reconciliation
- Trial Balance
- Balance Sheet
- Online tax payment
- Letter drafting and other office work in account section.

Job profile- Computer operator, work in EPR and account department

Personal Details:

Name	:	Sapna Prajapati
Husband's Name	:	Mr. Deepak Prajapati
Date of Birth	:	06-March-1985

Declaration:

I hereby declare that the above details furnished by me are true to the best of my knowledge.

Thanking you.

Place : Jabalpur

Date :

Signature