**Sunita M Parmar**

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CAREER OBJECTIVE

Looking for a Long Association with people-oriented Organization where individual skill Talent, Honest and Hardworking, Acknowledgement and conductive work Environment it provided.

Professional Qualification

* Successfully completed T.Y.B.COM from SNDT University.
* Successfully completed H.S.C. from SNDTV University.
* Successfully completed S.S.C. from Maharashtra Board.

Additional DETAILS: -

* Basic Computer Knowledge.
* Well versed in advanced MS Excel (Knowledge of VLOOKUP, Pivot and Shortcut keys)
* Advance Excel.
* Tally.

Professional Experience

* Nielsen A Gracenote - Senior Schedule Analyst. (May 2010 - Till Present).
* Receive and check TV Listings/program information from broadcaster schedule data with Gracenote's local data management system (CMS).
* Reports discrepancy of TV Listings/Program to concern team.
* Running quality check reports over databases as required.
* Research and linking of inbound programs to internal databases.
* Validation of database information and authenticity of program information.
* Completion of assigned work against specific daily or weekly deadlines for self and support of team. Self-manage KPI goals on daily.
* Impact Marketing Service. (Jan 2009 – April 2010).
* Worked with Impact marketing Services for a period of 1 Year.
* Worked for various projects like Idea, Aircel, Virgin Mobile project, Preparing Reports on Daily Basis.
* Coordinating with TL’s and Buddies Regarding New offers about Virgin/Idea/Aircel.
* Also Handled HR Work.
* Topnotch HR Consultancy. (Aug 2007 – Jan 2009).
* Searching the resumes from various job portals, from database, mass mailing, headhunting, generating references, also responsible for independent targets
* Screening the resumes, speaking with candidates, explaining the requirement, negotiating on salary and notice period.
* Follow till they join the company, Understanding the requirements and skills from the different department.
* If the candidates are ready to try the opportunity, then sending the resumes to their concern department.

Personal Particulars

• Date of Birth : 28 Aug 1988

• Gender : Female

• Marital Status : Single

• Religion : Hindu

• Nationality : Indian

• Hobbies : Like to learn new things by watching videos, Listening to Music, Watching Tv,

Interacting with New people, Cooking.

• Languages Known : English, Gujarati, Hindi, and Marathi.

DECLARATION:

I Hereby enter all the above details are true and certified.

**Date :**  / /

**Place:** Mumbai (**Sunita M Parmar)**