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# **CURRICULUM VITAE**

H.No- 12B-129

NIT FARIDABAD,

HARYANA – 121001

CONTACT NO- 999999999

E – MAIL: - bhawna @gmail.com

# **BHAWNA KUMAR**

## OBJECTIVE:-

A Challenging position in a professional organization where I can enhance my skills and strengths in conjunction with the company goal objective.

## EDUCATION QUALIFICATION:-

* Pursuing MBA from Allahabad University.
* Graduate (B.Com) From Indira Gandhi National Open University (IGNOU)
* Passed 12th From National Open Schooling in 2008
* Passed 10th From CBSE Board in 2006

**ADDITIONAL QUALIFICATION:-**

* Done 6 month Diploma in Computer Application.
* Typing speed 30 Word/minute.
* Done course from Harswitec Computer Education, Faridabad (Haryana)

## KEYSKILLS:

* MS-Office ( MS –Word, MS Excel, Power Point )
* Internet & E – Mail
* MS- DOS

**TRAININGS SKILLS:-**

* Taken Training of DMS (Data Management System) in VW Gurgaon.
* Taken CTO-Skoda Training Online in VW Gurgaon.

**EXPERIENCE:-**

* Worked with M/S ANEJA STEELS as a Computer operator & Receptionist from July 2008 to June 2010.
* Worked with M/S Vipul Motors Pvt Ltd.(Authorized Dealer of Maruti) in Billing Department from September 2010 to March 2011.
* Worked with **M/S Arshia Motors** (Authorized Dealer of Skoda) as a Billing Incharge from April 2011 to till date.

**WORK PROFILE:-**

* Maintaining data on daily basis in DMS (Data Management System)
* Coordinating with accounts Department and Sales Team.
* Maintaining daily Stock, Booking, Cancellation as well as Delivery of the cars.
* Coordinating with the insurance department.
* Directly Reporting to G.M (Sales) and Sales Manager.
* Retailing/Invoicing the vehicle on daily basis.

**PERSONAL INFORMATION:-**

Father’s Name Late Sh. R.P Kumar

Date of Birth 12nd Dec 1981

Marital Status Unmarried

Sex Female

Language Known Hindi & English

Nationality Indian

###### Religion Hindu

Salary Expected Negotiable

**STRENGTH:-**

* Optimistic & Hardworking & Self Confidence.
* Honesty & Punctuality & determination towards Work.
* Always ready to take new Challenges & to learn something new.

### REFRENCES:-

* Personal & Professional References available on request.

DECLARATION: - I hereby affirm that the above said information is true to the best of my knowledge & belief.

DATE ……………

PLACE …………… **(BHAWNA KUMAR)**