

Deepika Kumari

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Mob No. - 8084093583

OBJECTIVE

To work in a dynamic environment. To neutralize myself to the best of my ability at work place and serve the organization with positive attitude and efficiency.

PROFESSIONAL EXPERIENCE

M/S Mohan Kumar

Worked in Administrative department for 1 Year

Location: Ranchi

Medtree Life sciences pvt Ltd

Worked as a operation manager from oct 2016- Mar 2019

ROLES & RESPONSIBILITIES

- Updating and reporting to the management with tenders across the Country.
 - Managing the operations within the office.
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ACADEMIC CREDENTIALS

- B.COM (hons.) From Gossner College , Ranchi University in the year 2014
- Senior Secondary from **CBSE Board** in the Year 2010.
- Matriculation from CBSE Board in the year 2008.
- One Year Diploma In Interior Designing from International Institute of fashion Technology ,Ranchi in the year 2013

IT SKILLS

Proficient with the use of Windows, Internet, Ms-Office

HOBBIES AND INTEREST

Net Surfing, Traveling

SELF APPRAISAL

Hardworking
Positive and Flexible attitude.

PERSONAL VITAE

Date of Birth : 14 October 1991

Gender : Female

Languages Known : English, Hindi

Current Address : Ring Road, Sembo, Dhurwa Ranchi -4 Jharkhand

Marital status. : Married

I hereby declare that the above-mentioned particulars are the best and true to my knowledge.

Date :

Deepika Kumari