

SMILEY KAPOOR

JUNIOR ASSISTANT CUM ADMINISTRATOR

 9999644940

 samkapooraml@gmail.com

 Shamli/ New Delhi

 <https://www.linkedin.com/in/smiley-kapoor-b3abba97>

PROFILE

I am a qualified and professional web administrator with five years of experience in database administration and payroll. Strong creative and analytical skills. Team player with an eye for detail.

SKILLS

- Administration
- Operating System
- Web Publication - MS Office
- Language C, C++
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication

EXPERIENCE

ASSISTANT CUM ADMINISTRATOR

Directorate of Education, NCT of Delhi

Nov 2016 - Present

- Preparation of Vigilance, GPF, MACP, Promotion files.
- Salary Bills on NIC payroll and MIS including Contingency bills, Medical reimbursement bills, Bonus Bill, DA Arrear Bill, LTC bills, Payslip employee, Issuance of online LPC employees.
- Online entry of Monthly Experience.
- Preparation of Reconciliation.
- Preparation of Retirement Case.
- DBTB Work
- Diary & Dispatch of Dak files.
- Online entry of Promotion of Employees
- Relieving and joining of employees.
- Udise (SSA)
- Filling of Shaala Siddhi online data for CBSE evaluation.
- CBSE related entries.
- GEM related work includes buyer, consignee, paying authority part.
- PFMS (Public Financial Management System).
- **ALLSEC TECHNOLOGY**
- JULY 2015- NOV 2016**
 - Database administration and website design.
 - All backend work

EDUCATION

SENIOR SECONDARY SCHOOL

St. RC Convent School Shamli

2012 / Commerce Stream

BACHELOR OF ARTS

University of Delhi

2013 - 2016

BACHELOR IN LIBRARY SCIENCE

2021 - 2022

ADVANCE DIPLOMA IN COMPUTER APPLICATION

2021 - 2022