

RESUME

SUMAN ARYA

House No – C-60 Indra Encalve

Neb Sarai

New Delhi – 110068

Mobile -7982277669

Email – sumanarya325@gmail.com

Objective:

To fulfill the requirements of the organization with utmost commitment and to work in an innovative and challenging environment that enhance my skill and knowledge.

Academic Qualifications:

B.Com 3rd year from Delhi University (Result Awaited)

1 Year Diploma in E Accounting from Arth Institute. Sponsored by Govt. of India.

Skills:

MS Office

Internet

E-Mailing

Typing Speed 30 w.p.m.

Good Communication and Interpersonal Skills

Professional Experience:

- **Media Today Group**, India's Leading Agro Trade Events organizers and publication house, is pioneer in organizing trade exhibitions on Food, Agriculture, Horticulture, Dairy, Grains, Floriculture, Landscape, Nursery, Cold Chain Industry and also food and commodities conferences, workshops, etc.

As **Computer Operator cum Office Assistant**

22nd Nov 2017 till date

Responsibilities:

E-mailing to the companies for participation in the Exhibition

Preparation & updating of Database (MS Access, Excel and software)

Coordination with Client and Designing Team for preparation of Soft Invitation

Invitation Approval from the Client

Mass Mailing of Invitation and Mailers

To send Trade Invitations to the Online Registrations

Preparation of Labels for Invitation & Brochure Posting

Indexing of Files

Listing of Publications and Brochures

Interact through Phone and Email for proposals

Mailing for Fair Catalog Information

- **Krishna Enterprises**

As **Computer Operator**

6th May 2017 to Nov 2017

Responsibilities:

Searching the Companies details from the website
Preparation & updating of Database

Strength:

Confident, Enthusiastic, Self –Motivated, Responsible, Punctuality, Creative and Resourceful.

Personal Information:

Father's Name	:	Mr. Lalit Kumar
Date of Birth	:	04-Oct-1998
Gender	:	Female
Nationality	:	Indian
Religion	:	Hindu
Language Known	:	Hindi & English
Marital status	:	Single
Hobbies	:	Listening music & Reading Books.

Declaration:

I hereby declare that the above furnished details are true to the best of my knowledge. I assure that if given an opportunity, I would be a valuable addition to your concern.

Date:

Place: New Delhi

(SUMAN ARYA)