

CURRICULUM-VITAE

SUMAN

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D-31 Ganesh Nagar,
Pandav Nagar Complex
Delhi-110092
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CAREER OBJECTIVE:

To achieve excellence by upgrading my skills through hard work & continuous learning.

ACADEMIC CREDENTIALS:

- **2008-2011 Graduate Degree in Bachelor of Art** from **Delhi University**.
- **2007-2008 Intermediate** from C.B.S.E Board.
- **2005-2006 High School** from C.B.S.E Board.
- Pursuing **MA** from **I.G.N.U**

PROFESSIONAL CREDENTIALS:

- 3 Months basic Computer Course from Bhartiya Vidya Bhawan.
- 6 Month basic Computer Course from E.C.C Institute.

COMPUTER SKILLS:

- Working Basic Knowledge of Computer.
- **Other Skill Set-** Proficient in net Surfing, Search Engines (Google & Yahoo), Emailing.
- Experience with **M.S OFFICE**, Excel , Pivot Table , Vlookup Outlook Express, Proficient in MS Word Documentation.
- Typing Speed- 35-40 per mint.

WORKING EXPERIENCE:

- A competent professional with nearly **7 Year 7 Month Experience** as **Data Entry Operator** in **KIM DATA Pharma Bussiness Center** of **GLAXO SMITH KLINE** at **Delhi**.
 - **IJSFA**
 - **Sale Data (Monthly)**
 - **VEEVA (Sale force function)**
 - **MCCP (Coordinate Dr & Ret data)**
 - **Template Process**
 - **Data Reconciliation**
 - **Sample Inventory**
 - **Operations Management**

- **BMC Remedy (Ticket)**

- Excellent interpersonal skills with problem solving , logical thinking and analytical abilities

ROLES & RESPONSIBILITIES:

- Handle Reception and Office Coordination.
- Data Entry.
- Check Daily Mails.
- Net Surfing.
- Documentation of accounts.
- Quick Learner

Personal Profile:

Father's Name	:	Late Meer Singh
Date of Birth	:	11 th June, 1990
Marital Status	:	Unmarried
Gender	:	Female
Language Known	:	Hindi & English
Nationality	:	Indian
Hobbies	:	Listening music, Reading books, Internet Surfing

I do here by declare that the above information about myself is true and real according to my knowledge. If it found wrong, I will be responsible.

Place: Delhi

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