



## **CURRICULAM-VITAE**

**ASHIMA**

**CONTACT NO: - 9910465364**

**E-mail id: -kanojaashi06@gmail.com**

### **OBJECTIVE QUALIFICATION:**

To become a successful person in our society and looking forward to get challenging position an organization of my career and after giving positive result.

### **ACADEMIC QUALIFICATION:-**

- Graduate (B.A) from Delhi University with 45%
- XII<sup>th</sup> passed from (Butler Memorial Girls Sr. Sec. School) CBSE board with 60%
- X<sup>th</sup> Passed from (Butler Memorial Girls Sr. Sec. School) CBSE board with 50%

### **PROFESSIONAL QUALIFICATION:-**

- Diploma Course Secretarial Practice & Office Management from International Women polytechnic with 67.7%
- ✓ Business communication
- ✓ Elementary English
- ✓ Steno/typing
- ✓ Shorthand
- ✓ Office management
- Basic knowledge of Computer (Ms-word, Excel, PowerPoint, Internet, Email)
- Diploma course Cutting & Sewing from ITI Pusa

### **Achievement:-**

- Awarded by certificate for Skill Development classes of ten days workshop during Secretarial Practice Course in the year of 2013-2014.

**EXPERIENCE: -**

**Working:**

**Currently working:-**

**Company: - PRINTGASM BY SS (E-Commerce)**

**Location: - Vivek Vihar, Delhi-110095**

**Job Description:** (One Year & one week completed) Nov. 2017 to 15 Nov. 2018 as a Data Entry Operator

**CTC: - 13000/- (in hand)**

**Responsibilities:-**

- Create catalogue templates file on excel
- Upload images on photobucket & make links on photobucket
- Upload bulk catalogue listing on Shopclues, Amazon, Paytm & flipkart Portal
- Responsible to manage all online Portal Shopclues, Amazon, Paytm & flipkart
- Product uploading on various e-commerce sites
- Product Listing and price on e-commerce portal
- Order processing to order dispatching to the customer
- Return & dispatch orders coordination in all portal
- Make excel files with link for company website

**Organization: GROWDIESEL VENTURES LTD.**

**Location:** - Cross river mall, near karkardooma court, Delhi-110092

**Job Description:** (Two years & Eight months completed) Administrative Executive from July, 2014 to March, 2017

**CTC: - 11000/-**

**Responsibilities:-**

- Maintain the register of incoming and outgoing couriers
- Maintain the register of papers and files
- Noting all visitors details
- Attending incoming and outgoing calls
- Able to arrange meetings and appointments
- Mass mailing
- Make salary format of employees
- Maintain attendance of employees
- Editing on Company Website
- Make and send Letters
- Drafting & Making letters
- Banking work (NEFT, RTGS, withdraw & deposit cash/cheque)
- Purchase and maintain office stationaries
- Search vendors on indiamart

**CO-CURRICULAR ACTIVITIES:-**

- Participated in drawing competition
- Participated in writing competition
- Played drama an office management
- Played drama in elementary English

**PERSONAL INTEREST:-**

- Reading
- Listening to music
- Cooking
- Travelling

**PERSONAL DETAILS:-**

- Name :- Ashima
- Father's name :- Mr. Ashok Kumar
- Father occupation :- Retired (Indian Overseas Bank)
- Mother's name :- Mrs. Kanta
- Mother occupation :- Housewife
- Permanent address :- A-31/141 Chetram Gali, Maujpur, Shahdara, Delhi-110053
- Language known :- English, Hindi
- Date of Birth :- 06 January, 1992
- Gender :- Female
- Marital Status :- Single
- Nationality :- Indian

Date:-.....

Place:-.....

(ASHIMA)