

CURRICULUM VITAE

KHASRA NO. 11/19, BLOCK-A
GALI NO. 11/7, KAMAL VIHAR,
KAMAL PUR, BURARI,
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HEMANI SANWAL

CAREER OBJECTIVE

To acquire a job at a national/multinational organization where I can implement the 2 year disciplinary experience in data entry and enhance my expertise where acquired skills will be utilized toward continuous growth and advancement. Moreover, to deliver the best to the organization by dedication, sincerity, honesty and to live up to the expectations for achieving any kind of organizational goals, Self-Motivated, able to work alone or as part of a team with open mind, commitment to life-long learning, right attitude and oriented vision.

WORK EXPERIENCE

- *Worked as a Data Entry Operator in Ministry of Labour & Employment for 1 Year.*
- *Worked as a Data Entry Operator in Income Tax (Inv), Jhandewalan for 1 Year.*

PERSONAL DOSSIER

- Professional and positive attitude,
- Quick learner and planning with executing the skills and experience,
- Capable and can work independently in urgency with positive actions,
- Flexible in working hours and committed to excellence,
- Committed to professional excellence, organized and flexible,
- Ability to maintain a good working relationship with all co-workers,
- Main responsibilities of my job is to provide customer satisfaction and the highest level of logistics support to the management and handle day-to-day operation activities by ensuring the efficient and smooth running of the office.

EDUCATIONAL QUALIFICATIONS

- *Secondary School Certificate from CBSE Board, New Delhi in 2007.*
- *Higher Secondary Certificate from CBSE Board, New Delhi in 2009.*
- *B.Com (Pass) from Delhi University, Delhi in 2012.*
- *M.Com from I.G.N.O.U, Delhi in 2016.*

PERSONAL DETAILS

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|-------------------|--------------------------|
| ➤ Date of birth | 16/03/1992 |
| ➤ Marital status | Married |
| ➤ Nationality | Indian |
| ➤ Languages known | Hindi, English & Kumauni |

DATE:

PLACE: Delhi

(HEMANI SANWAL)