

CURRICULUM VITAE



AKRITI

Address:

Sangam Vihar
New Delhi.

Contact no.:

+08285724645

+7011026927

akkiktd1993@gmail.com

Hobbies/ Interest:

Listening to Music
Teaching.

Personal Data:

Father's Name: Late Sh. Rajendra
Singh Negi

Parmanent Address: Vill-
Bishanpur, Thana Kotdwara
Uttarakhand.

Date of Birth: 20-07-1993

Career Objective

To obtain a challenging position in an esteemed organization that will utilize my professional skills further enhancing my knowledge to adapt myself to the organizational culture and also to become an effective individual in every sphere of life.

Academic Qualifications

- € Matriculation from Uttarakhand Board in 2008.
- € Intermediate from Uttarakhand Board in 2010.

Technical Qualification

- € Three Year Diploma Govt. Polytechnic Kotdwara (Uttarakhand) With Computer Science & Engineering In 2013.

Job Profile

- € Backend Work, MIS maintain, Co-Ordinator.
- € Work in Excel & Google Sheet.

Skills

- € Hard Working
- € Determined
- € Co-operative

Work Experiences

- € 1 Month Training With **Bharat Electronics** Ltd. From Kotdwara.
- € Worked with **Wipro** Ltd. Company for six months From Kotdwara.(June 2013 to Dec 2013)
- € Worked with **AVH Partner** for 1 Year as a Telecaller in Noida.(July 2014 to June 2015)

Gender: Female

Nationality: Indian

Marital Status: Unmarried

Language Known: English, Hindi

€ Worked with **IL&FS Skills Institute, Okhla, Delhi** for 2 years as a Team Coordinator.(June 2015 to June 2017):-

1. Work on PMKVY Project.
2. C-ordination with the PAN India Regional Head office and tracking the progress reports on assigned tasks from the management

● Worked with **Servotech Power Systems Ltd, Delhi** for 1 Year, 9 Month as a Process Coordinator.(June 2017 to March 2019):-

1. Coordinate with the vendor & Release the Vendor Payment after ledger reconciliation.
2. C-ordination with internal departments and tracking the progress reports on assigned tasks from the management.

€ Currently working with **Kisco Casting India Ltd.** as a Process Coordinator.(March 2109 to current):-

1. C-ordination with internal departments and tracking the progress reports on assigned tasks from the management.
2. Prepare weekly & Monthly MIS Report and send to the department wise.

Declaration

I hereby declare that the above details furnished by me are true to the best of my knowledge.

Place:

Date:

(Km. Akriti)