

CURRICULUM VITAE

Sunita Kumari

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CAREER OBJECTIVE

- Looking for an opportunity to learn as a professional by managing responsibility in an organization, which must challenge my inter-personal skills and channelize my knowledge, efforts and learning towards the growth of my organization and self.

EDUCATIONAL QUALIFICATION

- 10th passed from C.B.S.E. in 2008 From New Delhi.
- 12th passed from C.B.S.E. in 2010 From New Delhi.
- Completed Graduation - B.A from Delhi University.
- Completed MBA from Sikkim Manipal University in 2018.

PROFESSIONAL QUALIFICATION

- Six months computer course (Basic) New Delhi.
- Typing :- English , Hindi
- MS Office (MS Word, MS Excel, MS PowerPoint Presentation, Photography)
- Internet
- Tally9, Tally Erp9
- Compu-tax Software

EXPERIENCE

Company	:	Indian Artwares Corporation (Golden Export House)
Worked	:	1 st April 2015 To 14 th May 2016 (As E-commerce Executive)
Category	:	Dealing in Handicrafts and Manufacture & Supplier of Brass, Copper, Metal, Aluminium, Cushions Covers, etc.
Worked	:	Bhupesh K Dhingra & Co. (CA Firm) From 15 th May 2016 to 25 May 2019 (as a Account Executive)
Total	:	4 year in six months in two different fields.

Job Profile

- Book keeping.
- GST return filling, E-way bill generate.
- Balance sheet drafting
- Balance sheet feeding in computax software.
- Board Resolution, Audit Report
- Knowledge of auditing (Expenses, Sales).
- Knowledge of making RTGS/ NEFT forms as well as cheques.
- Knowledge of sale book printing from Tally Erp9, Tally9.
- Knowledge of voucher printing.
- Handling of sales & on all website like Flipkart, Snapdeal, Amazon, Peppefry, Ebay, etc.
- Listing of product all websites & increase presence by listing on new portals.
- Processing daily orders and managing the portal for matters related to payments, change to listings, stock updates and promotions.
- Ensure courier pickups and update accounts on dispatches.
- Monitor day to day sales, catalogs, promotions, sales, returns, refund, customer issues and update replacement process Etc.
- Inventory management on daily basis.
- Solving query of customer about related product through mail.
- Receiving mail & Answering, working as quality checker also.
- Making Invoices/ Packaging and dispatching product to the domestic customer.
- Data uploading, product description, title ect.

SKILLS

- Self Directed and self Motivated
- Ability to take initiatives with a flexible & positive manner.

ADDITIONAL INFORMATION

- Hobbies & Interests : Shopping & Traveling .
- Strengths : Leadership quality, co-operative nature, self confidence
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PERSONAL DETAILS

- Father's Name : Sh. Dwarika Singh
- Address : H.No.1239,Sector 4 R.K.Puram New Delhi-110022
- Date of Birth : 20th Feb, 1991
- Mobile no : +91-9990446968
- Languages Known : English, Hindi,
- Nationality : Indian
- Gender : Female
- Marital Status : Single

I hereby declare that all above information is true and correct to the best of my knowledge and belief.

Date:

Place: R.K. Puram., New Delhi

References: Available on request

(Sunita)