

CURRICULUM-VITAE

Mrs. Poonam Jaiswal

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PROFESSIONAL OBJECTIVE

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

WORK EXPERIENCE

5 Year of Experience as Computer Operator and 8 Months as a Adminstraive Assistant.

- Worked as a Computer Operator at Chhattisgarh Irrigation Development Project, Water Resources Department, Raipur (C.G.) through Hydrosult INC, Canada from 1st November 2012 to 12th April 2013.
- Worked as a Data Entry Operator at Chhattisgarh Irrigation Development Project, Water Resources Department, Raipur (C.G.) through Net Link Software Group, Bhopal from May-2009 to 31st October-2010.
- Worked as a Administrative Assistant at Mantra Vicon Pvt. Ltd., Raipur (C.G.) from 04th August-2008 to 04th April-2009.

JOB RESPONSIBILITIES

1. Working as Computer Operator and DEO, I am responsible for the following:-

- Prepare, compile and sort documents for data entry.
- Verify data and correct data where necessary.
- Obtain further information for incomplete documents.
- Combine and rearrange data from source documents where required.
- Enter data from source documents into prescribed computer database, files and forms.

2. Working as Administrative Assistant, I am responsible for the following:-

- Managing the day-to-day operations of the office.
- Organizing and maintaining files and records.
- Planning and scheduling meetings and appointments.
- Preparing and editing correspondence, reports, and presentations.
- Working in a professional environment.

EDUCATIONAL QUALIFICATION

1. Basic Education:-

- M.Sc. in Zoology from Govt. V.Y.T.P.G. Autonomous College, Durg (C.G.).
- B.Sc. in Zoology from Pt. Ravishankar Shukla University, Raipur (C.G.).
- H.S.S.C. from Madhya Pradesh Board, Bhopal

2. Computer Education:-

- PGDCA from AISECT affiliated to Dr. C.V. Raman University.

ADDITIONAL CAPABILITIES:

- Able to perform other clerical duties as needed.
- Positive attitude and excellent interpersonal skills.
- Demonstrated ability to maintain good manners and efficiency in routine professional relationships.

PERSONAL PROFILE:

Husband's Name	:	Mr. Ratnesh Jaiswal
Date of Birth	:	16 th July 1980
Sex	:	Female
Nationality	:	Indian
Permanent Address	:	New Rajendra Nagar, Deepak Colony, Raipur (C.G.)
Hobbies	:	Gardening, Reading Books, Cooking.
Language Known	:	Hindi, English.

DECLARATION:

I hereby declare that the above mentioned information is true to my knowledge and I bear the responsibility for its authenticity.

Date:

Place: Raipur


(Mrs. Poonam Jaiswal)

MANTRA VINCOM PRIVATE LTD.

H-2/3, 1ST Floor, Beside- Indotel Office, Ravi Bhawan, Jalstambh Chowk, Raipur (C.G.)
Ph. 0771- 6461057, Web site- www.mantravincom.net

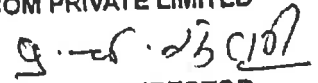
EXPERIENCE CERTIFICATE

This is to certify that Mrs. Poonam Jaiswal was working in Our Company (Mantra Vincom Pvt. Ltd.) Since 8 Month (04/08/08 to 04/04/09).

She is Sincere hardworking & have a great ability in her job & Possesses informally exemplary conduct.

I wish every success in her future endeavors.

MANTRA VINCOM PRIVATE LIMITED


DIRECTOR

NETLINK SOFTWARE GROUP

Private Limited

Date: 10-11-2010

To Whomsoever It May Concern

This is to certify that Mrs. Poonam Jaiswal was working with us since May-2009 till October-2010 as a "Data Entry Operator", posted at Raipur.

Further we have no objection if she applies anywhere for her future career.

Her performance was found good & we wish her all success for his future endeavors.

For Netlink Software Group Pvt. Ltd.



Bivash Das

(Authorized Signatory)

Administrative Office : Centre Point, T.T. Nagar, Bhopal-462 003 (M.P.)

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Registered Office : E-7/739, Arera Colony, Bhopal-462 016 (M.P.)

◆ Information ◆ Technology ◆ E-Commerce ◆ Design ◆ Hosting ◆ Training ◆ Consulting ◆ Software Development



HYDROSULT Inc.

Consultants, Experts conseils

Member of SNC-Lavalin Group

CHHATTISGARH IRRIGATION DEVELOPMENT PROJECT (CIDP)

Reference No. 26.E/2013

Dated: 30th July, 2013

To whom so ever It May Concern

This is to certify that Mrs. Poonam Jaiswal W/o Shri Ratnesh Jaiswal has served as "Computer Operator", in the Chhattisgarh Irrigation Development Project, under Water Resources Department (WRD, Govt. of Chhattisgarh) Raipur (C.G.), funded by Asian Development Bank (Loan no. 2159-India) since 1st November 2011 to 12 April 2013.

She has worked in preparation of inspection note, preparation of accounting work, correspondence including other computer based work.

Her performance in the assigned work satisfactory. I wish success in her future life.



Dr. Michel Wakil
Team Leader (International) Hydrosult Inc.
Chhattisgarh Irrigation Development Project
Raipur, Chhattisgarh – 492001

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