

Aditi Gambhir

Email ID: aditigambhir1995@gmail.com

Contact No. +91-9899363013

Career Objective

- To work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with the organization objective.

Skills Set

- Quick learner
- Strong problem solving ability
- Good communication skills
- Have a quality for adopting new concepts as well as responsibilities
- Easily gets involved with new people
- Hard worker and disciplined
- Positive thinker

Academic Qualification

- Pursuing MBA from Bharati Vidyapeeth Deemed University
- Bachelor of Commerce from Delhi University with 60% in the year 2016
- H.S.C from C.B.S.E. Board with 82.5% in the year 2013
- S.S.C from C.B.S.E. Board with 7.6 CGPA in the year 2011

Professional Qualification

- Stenography (Shorthand + Typing) in English

Computer Skills

- MS-Word, MS-Excel, MS-PowerPoint and Internet

Academic Project

- "N.C.W.E.B" - Summer internship in assistance of office work
Duration: July 2015–August 2015

Interests

- Reading books
- Interacting with people
- Travelling
- Listening music

Extra Curricular Activities

- Active participation in cultural activities in school and college

Personal Details

Languages Known- Hindi, English

DOB- 21/07/1995

Address- D-99, Pushpanjali Enclave, Pitam Pura, Delhi-110034

Human Resource Inventory

Name of the Candidate / Applicant	ADITI GAMBHIR
Address of Correspondence (with PO, Pin Code)	D-99, PUSHPANJALI ENCLAVE, PITAM PURA, DELHI-110034
Permanent Address (with PO, Pin Code)	D-99, PUSHPANJALI ENCLAVE, PITAM PURA, DELHI-110034
Father's Name	RAJESH GAMBHIR
Father's Mobile	9582954200
Date of Birth (DD.MM.YYYY)	21.07.1995
Date of Joining (DD.MM.YYYY)	10.04.2018
Date of Marriage (DD.MM.YYYY)	
Spouse Name (Wife / Husband)	
Location / Bhawan (of Deployment)	JEEVAN TARA BUILDING, PARLIAMENT STREET
Department / Project Name	GOVERNMENT E- MARKETPLACE
Name of Local Project Coordinator	S. SURESH KUMAR
Local Project Coordinator Mobile	
Local Project Coordinator Email ID	addlceo@gem.gov.in
Gender (Male / Female)	FEMALE
Marital Status (Single / Married)	SINGLE
Preferred Location	DELHI
Current Job Location	DELHI
Name of Home Town and the State	DELHI
Mobile Number – 1	9899363013
Mobile Number – 2	9953573700
Email ID – 1	aditigambhir1995@gmail.com
Email ID – 2	anita_gambhir62@yahoo.com
Educational Qualification – <u>10th</u> (Year & Marks in %)	2010-11 72.2%
Educational Qualification – <u>12th</u> (Year & Marks in %)	2012-13 82.5%
Qualification (<u>Graduation</u>) – {with %}	B.com 60%
Full Time / Part Time/ Distance & Year of Passing	DISTANCE 2016
Qualification (<u>Post Graduation</u>) – {with %}	MBA
Full Time / Part Time/ Distance & Year of Passing	DISTANCE PURSUING
Additional Qualification/Courses/Diploma – {with %}	
Full Time / Part Time/ Distance & Year of Passing	
Functional Area (Please refer to Annexure – I)	
Technology / Platform (Please refer to Annexure – I)	
Skill Sets / Database (Please refer to Annexure – I)	
Latest Employer (From – To)	Government E – Market Place
Fourth Previous Employer (From – To) (if any)	
Third Previous Employer (From – To) (if any)	
Second Previous Employer (From – To) (if any)	

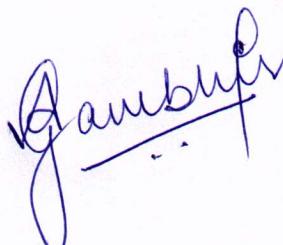
Prakhar Software Solutions Pvt. Ltd.

B-1/44, LGF, Malviya Nagar (Near Tikona Park), New Delhi - 110017 (India)

Ph: +91-11-40631622 | Mail: info@prakharsoftwares.com | Web: www.prakharsoftwares.com

Offices: Delhi, Gaziabad, Pune, Durg, Indore, Bhopal, Jaipur, Bangalore, Mirzapur, Ranchi

First Employer (From – To)	Government E – Market Place (Intern) December 2017 to March 2018
Total Experience (In Years + Months)	4 months
Relevant Experience (In Years + Months)	
Post Qualification (Graduation/MCA) Experience	NA
Current Salary (Gross / Month) in Thousands	
Take Home Salary (as per Bank Statement)	
Passport No. and Validity	J4757329 2020
PAN No.	BNNPG0076M
Bank Acc. No.	11452010019150
Bank Name	ORIENTAL BANK OF COMMERCE
Branch	B-98 PUSHPANJALI ENCLAVE OUTER RING ROAD DELHI
RTGS Code	ORBC0101145
IFSC Code	ORBC0101145
Photograph (Please attach 3 photograph)	
Please attach the copy of Cancelled Cheque or Passbook (Mandatory)	
Blood Group	B+
Language Known (Hindi/English/Punjabi/Bengali)	HINDI/ENGLISH
Personal Reference with Mobile No.	NA
Professional Reference with Mobile No.	NA

<p>Sample Signature (Please sing the document very carefully)</p> 	<p>Paste your Photograph Here</p> 
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Declaration Form

(To be retained by the Employer for future reference)

Employees' Provident Fund Organization

THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (PARAGRAPH-34 & 57)

&

THE EMPLOYEES' PENSION SCHEME, 1995 (PARAGRAPH-24)

DECLARATION BY A PERSON TAKING UP EMPLOYMENT IN AN ESTABLISHMENT ON WHICH EMPLOYEES' PROVIDENT FUND SCHEME, 1952 AND/OR EMPLOYEES' PENSION SCHEME, 1995 IS APPLICABLE.
(PLEASE GO THROUGH THE INSTRUCTIONS)

1) NAME (TITLE)

MR.	Ms.	MRS.
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(PLEASE TICK)

ADITI GAMBHIR

2) DATE OF BIRTH

D	D	M	M	Y	Y	Y	Y
2	1	0	7	1	9	9	5

3) FATHER'S/
HUSBAND'S NAME

MR.

RAJESH GAMBHIR

4) RELATIONSHIP IN RESPECT OF (3) ABOVE

(PLEASE TICK)

FATHER	HUSBAND
<input checked="" type="checkbox"/>	

5) GENDER

(PLEASE TICK)

MALE	FEEMALE	TRANSGENDER
	<input checked="" type="checkbox"/>	

6) MOBILE NUMBER
(IF ANY)

9 8 9 9 3 6 3 0 1 3

7) EMAIL ID (IF ANY)

a d i t i g a m b h i r 1 9
9 5 @ g m a i l . c o m

8) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PROVIDENT FUND SCHEME, 1952?

(PLEASE TICK)

YES

NO

9) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PENSION SCHEME, 1995?

(PLEASE TICK)

YES

NO

IF RESPONSE TO ANY OR BOTH OF (8) & (9) ABOVE IS YES, THEN MANDATORILY FILL UP THE PREVIOUS EMPLOYMENT DETAILS AT (10,11&12):

A. PREVIOUS EMPLOYMENT DETAILS

10) THE DETAILS OF THE UNIVERSAL ACCOUNT NUMBER (UAN) OR PREVIOUS PF MEMBER ID:

UAN

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OR

PREVIOUS PF MEMBER ID

REGION CODE	OFFICE CODE	ESTABLISHMENT ID	EXTENSION	ACCOUNT NUMBER

11) DATE OF EXIT FOR PREVIOUS MEMBER ID (DD/MM/YYYY)

D	D	M	M	Y	Y	Y	Y

12) (A) IF SCHEME CERTIFICATE ISSUED FOR PREVIOUS EMPLOYMENT, THEN SCHEME CERTIFICATE NUMBER: _____

(B) IF PENSION PAYMENT ORDER (PPO) ISSUED FOR PREVIOUS EMPLOYMENT, THEN PPO NUMBER: _____

B. OTHER DETAILS13) INTERNATIONAL WORKER
(PLEASE TICK)

YES	No

IF THE REPLY TO (13) ABOVE IS YES, THEN ENTER THE DETAILS IN 13(a), 13(b) & 13(c):

13(a) COUNTRY OF ORIGIN (Please Tick)

INDIA	OTHER THAN INDIA (If YES, PLEASE MENTION NAME OF THE COUNTRY)

13(b) PASSPORT NUMBER

JA757329

13(c) PASSPORT VALID FROM

D	D	M	M	Y	Y	Y	Y
2	7	1	0	2	0	1	0

To

D	D	M	M	Y	Y	Y	Y
2	6	1	0	2	0	2	0

14) EDUCATIONAL QUALIFICATION
(PLEASE TICK)

ILLITERATE	NON-MATRIC	MATRIC	SENIOR SECONDARY	GRADUATE	POST GRADUATE	DOCTOR	TECHNICAL/ PROFESSIONAL
				✓			

15) MARITAL STATUS
(PLEASE TICK)

MARRIED	UNMARRIED	WIDOW/ WIDOWER	DIVORCEE
✓	✓		

16) SPECIALLY ABLED
(PLEASE TICK)

YES	No
	✓

IF YES, TICK THE CATEGORY		
LOCOMOTIVE	VISUAL	HEARING

17) KYC DETAILS	KYC DOCUMENT TYPE	NAME AS ON KYC DOCUMENT	NUMBER	REMARKS, IF ANY
	BANK ACCOUNT-1*	ADITI GAMBHIR	11452010019150	ORBO0101145
	NPR/AADHAAR	ADITI GAMBHIR	3060 2930 0702	
	PERMANENT ACCOUNT NUMBER (PAN)	ADITI GAMBHIR	BNNP G0076 M	
	PASSPORT			EXPIRY DATE
	DRIVING LICENCE			EXPIRY DATE
	ELECTION CARD			
	RATION CARD			
	ESIC CARD			

* Mandatory Field (Note: BANK ACCOUNT NUMBER (ALONG WITH IFSC CODE) IS MANDATORY. YOU ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCs TO AVAIL BETTER SERVICES. SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS MUST BE ATTACHED WITH THIS FORM.

C. UNDERTAKING:

- A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
- B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995,
 - (I) I HAVE ENSURED THE CORRECTNESS OF MY UAN/ PREVIOUS PF MEMBER ID.
 - (II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE PREVIOUS ACCOUNT AS DECLARED ABOVE TO THE PRESENT P.F. ACCOUNT. (THE TRANSFER WOULD BE POSSIBLE ONLY IF THE IDENTIFIED KYC DETAILS APPROVED BY PREVIOUS EMPLOYER HAS BEEN VERIFIED BY PRESENT EMPLOYER USING HIS DIGITAL SIGNATURE CERTIFICATE).
 - (III) I AM AWARE THAT I CAN SUBMIT MY NOMINATION FORM THROUGH UAN BASED MEMBER PORTAL.

DATE: 17/04/2018
PLACE: DELHI



SIGNATURE OF MEMBER

DECLARATION BY PRESENT EMPLOYER

- A. THE MEMBER Mr./Ms./Mrs. HAS JOINED ON AND HAS BEEN ALLOTTED PF MEMBER ID
- B. IN CASE THE PERSON WAS EARLIER NOT A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
 - (POST ALLOTMENT OF UAN) THE UAN ALLOTTED FOR THE MEMBER IS
 - PLEASE TICK THE APPROPRIATE OPTION:

THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE

 - HAVE NOT BEEN UPLOADED
 - HAVE BEEN UPLOADED BUT NOT APPROVED
 - HAVE BEEN UPLOADED AND APPROVED WITH DSC
- C. IN CASE THE PERSON WAS EARLIER A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
 - THE ABOVE MEMBER ID OF THE MEMBER AS MENTIONED IN (A) ABOVE HAS BEEN TAGGED WITH HIS/HER UAN/PREVIOUS MEMBER ID AS DECLARED BY MEMBER.
 - PLEASE TICK THE APPROPRIATE OPTION:
 - THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE HAVE BEEN APPROVED WITH DIGITAL SIGNATURE CERTIFICATE AND TRANSFER REQUEST HAS BEEN GENERATED ON PORTAL.
 - AS THE DSC OF ESTABLISHMENT ARE NOT REGISTERED WITH EPFO, THE MEMBER HAS BEEN INFORMED TO FILE PHYSICAL CLAIM (FORM-13) FOR TRANSFER OF FUNDS FROM HIS PREVIOUS ESTABLISHMENT.

DATE:

SIGNATURE OF EMPLOYER WITH SEAL OF ESTABLISHMENT