

PRTIBHA KUMARI

D/o Shri Ashok Kumar Mahto
D-29, Sector-22
Faridabad, Haryana
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**Objective:**

To achieve job satisfaction by performing my duties and responsibilities in excellent way by utilizing my professional skills knowledge and experience in best possible way with learning as possible.

Profile Summary:

Worked in different companies for 3 years and proficient in Ms-word, Ms. Excel and Tally.

Organizes office operations and procedures, such as word processing, bookkeeping, and preparation of payrolls, flow of correspondence, filing, requisition of supplies, and other clerical services. Coordinates activities of various clerical departments or workers within department.

Enhanced output through design and implementation of forms, procedures & records to make sure the useful and efficient data flow in system.

Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. Prepares activities reports for guidance of management.

Academic Profile:

- **B.A (Sociology) from Lalit Narayan Mithila University, Darbhanga, 2017**
- **XII (Arts) from BSEB, Patna, 2012**
- **X from BSEB, Patna, 2009**

Personal Profile:

Father's Name : Shri Ashok Kumar Mahto
Date of Birth : 02.03.1994
Permanent Address : Bhagwatipur, maghubani, Bihar

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: - New Delhi
Date: 01 /06/2018

[Pratibha]