

SUJATA

Mobile: 9650432338/8860844344

Email: sujata.anil.1002@gmail.com

VISION

To strive for good learning experience for enhancing my skill, abilities and professional And to ser the goals at optimum end. I wish to grow personally and professionally along with the corporate ladder while contributing effectively to the organization.

ORGANIZATIONAL SCAN

**PREVIOUS : DEPARTMENT OF FOODS & PUBLIC DISTRIBUTION DEPT.
KRISHI BHAWAN NEW DELHI.**

Duration: AUG 2011 – DEC 2015

Designation: Secretarial Assistance

Role & Responsibilities:

- Typing Official letter in word.
- Maintenance of Section Diary & dispatched.
- Indexing and Recording.
- Preparation of arrears and other statements.
- Point out any mistakes or incorrect statement of the facts.
- Keeping note of the movement of files.
- Misc work in excel like staff job summary, mediclaim summary, Reimbursement summary etc.
- Knowledge of file management system (FMS)

**WORKING NOW: CENTRAL PUBLIC WORKS DEPARTMENT
IARI, PUSA, NEW DELHI.**

Duration: 01.09.2018 to till now

Designation: Computer Operator.

Role & Responsibilities:

Bhavishya, PIMS salary Bill, PG cases, E-sewa, Uploading & downloading online e-tender, Quotation in CPWD portal & preparation of estimate, preparation of contractor bill/CMB, Deviation statement, extra item statement etc.

SCHOLASTICS

- B. Com Maitreyi College, 2009
- Class XII (CBSE), 2005
- Class X (CBSE), 2003

TECHNICAL SOFTWARE KNOWLEDGE

- Six month computer course in Mongia Institute.
- Six month certificate course in DATA ENTRY OPERATOR from ITI Jail Road, New Delhi.

IT EXPOSURE

- Operating Systems : Windows98/2000
- Others : Good knowledge of MS Office, Excel & Internet

PERSONAL PROFILE

Name : Sh. Suresh Kumar
Date of Birth : 23rd August, 1988
Married status : Married
Nationality : Indian
Address : Pole No. 151A Purana Shiv Mandir, Chhawla Village New Delhi- 71.

(Sujata)