

CURRICULUM VITAE

Swati Adhikari.

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Diploma in information technology +B.Com

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CAREER VISION:

I present myself as a committed, motivated, reliable and self-disciplined individual willing to take up challenges in my profession. I am looking forward to an organization where my will to succeed and immense determination to innovate is used constructively to promote and expand the organization.

ACADEMIC PROFILE:

- Pursuing M.com from Indira Gandhi national Open University, Delhi, in 2019.
- B.com from school of open learning, university of Delhi, in 2018.
- 12th with 70.16 % (commerce with maths) from govt. Girls sr. Sec. School shiv vihar hastal, uttam nagar New Delhi, CBSE in 2015.
- 10th with 8.8 CGPA from govt. Girls sr. Sec. School shiv vihar hastal New Delhi, CBSE. In 2013.

COMPUTER KNOWLEDGE:

- Computer Basic (MS-Office).
- Tally Erp 9 + GST.
- Advance excel + MIS.

WORK EXPERIENCE:

- Company/Place: lal bahadur shastri training centre.
 Appointed as a junior computer trainer.
- Duration: form 15th Feburary'2017 up to 31th December.'2017.

- Company/place: RPG skills Pvt. Ltd.
 Appointed as IT trainer. And back office work.
- Duration: form 8st January2018 up to 21st September '2019.

➤ **Responsibility**

- Maintain reports in excel weekly and monthly.
- Day by day transaction Maintain in tally Maintain the balance sheet also.
- Training the students for these skills like (Tally+GST, Advance Excel, MS-Office, Photoshop, CorelDraw).

➤ Company/place: IGI Market Care (Authorized Agency of UNICEF)

Appointed As MIS Executive.

➤ Duration: form 10st September 2020 up to Till Now

➤ **Responsibility**

- MIS Maintain -Responsible for preparing Day to Day and Monthly reports and updating the information on the respective software.
- Reconciliation of the payment inflow and revenue generated for the company every day and monthly.
- Formatting and cleaning data on a daily basis then updating it to the CRM of the calling team.
- Maintain the Daily Basis Report of Payment Like Online, Email, Enach, and Send to the Unicef.

ACHIEVEMENT:

- 1 year's diploma in information technology (DIT) form lal bahadur shastri training centre, vikas nagar uttam nagar, New Delhi in 2016.
- 6 Months MIS Courses Form Maati - Mis & Analytics Training Institute New Ashok Nagar Delhi in 2017

STRENGTHS:

- Open for learning, Quick grasping power.
- Easily Adaptable new atmosphere.
- Ability to work in groups as well as individually.
- Patience and punctual.

PERSONAL DETAILS:

- Father's Name : Bahadur Singh Adhikari
- Mother's Name : Kaushila Devi
- Date & Place of Birth : 14th, September 1997, Delhi.
- Marital Status : Single.
- Nationality : Indian.
- Languages Known : English, Hindi.
- Hobbies : Surfing Internet, Helping Others, Listening Music.

Declaration

I hereby declare that the details furnished above are authentic and true to the best of my knowledge and belief. If selected, I undertake to abide by the rules and regulations of your esteemed organization.

**Yours faithfully,
Swati Adhikari**