

Sapam Sonia Devi

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CAREER OBJECTIVE:

To work diligently and sincerely in order to learn continuous and excel in my field of work by making a difference as a team focused towards achieving the goal of the organization.

CURRENT JOB RESPONSIBILITIES

- Creating ui and ux of web apps.
- Design database.
- Software testing.

WORK EXPERIENCE SUMMARY :

- Worked at IPro Tech Solution as Back Office Executive (PDF Transformation and XML file specification) for 1 year (Nov 2009-Dec 2010).
- Worked as Data Entry Operator at LEA Associates South Asia PVT. Ltd. Dispur Road Guwahati (Dec 2010 – Sep 2011)
- Worked as Back Office Executive at SHREE CREATIVE PROGRAM AND EVENT MANAGEMENT for 4 years (February 2013 – June 2017).
- Presently working at TRANS TECHNOLOGIES SOLUTION PVT. LTD. as Junior web designer Since Nov 2017 till date.

SPECIAL ACHEIVEMENT

- Grand Event Organized for Mahindra & Mahindra, Honda, Tata Motors, Launching New Bike - Bajaj
- Road Show Event presented for Mahindra & Mahindra, Honda, Tata Motors, Bajaj at entire Guwahati
- Organized event for Customer- Dealer Interaction & Programme in Entire North East.

PROFESSIONAL EXPERIENCE

Shree Creative Program and Event Management

Feb 2013 – june 2017

Role and Responsibilites:

- Worked as an Back end office Executive.
- Liaison Reports and Database.
- Review of New plans with customers through presentation on weekly basis.

- Coordinating with customer and vendors for conducting Event management and activities, Maintenance of the Database regularly and update to reporting manager, Clearance of Bills and Cheque for Vendors and channel partners as per requirement , Real time support at Customer.
- Follow up with customers for payment clearance and other payment related queries.

LEA Associates South Asia PVT. Ltd)

(Dec 2010 – Sept 2011)

Role and Responsibilities:

- Worked as Data Entry Operator at LEA Associates South Asia PVT. Ltd.
- Electric Bills and House hold member data were enter at their offline server mode.
- Consolidate Scan documents were converted in one PDF and send soft copy to our RM.
- Reverification of the member
- Pending Bills and recorrected data were immediately posted at our RM.

iPRO TECH SOLUTION)

(Nov 2009 – Dec 2010)

Role and Responsibilities:

- Worked as Back Office Executive
- Based on XML specification and PDF Transformation
- To maintain accurate data
- Training conducted to the new joinee.
- New Presentation shown every month to motivate the rest of the members.

EXPERIENCE SUMMARY:

- Uses of Microsoft Office (Excel, Word, MS Power point, V-lookup, H-lookup, Pivot table and chart, Formatting, Data Validation and Consolidation)
- Interact with new people with confidence
- Vendor Management and Good relation with Clients and Customers
- Presentations
- Training & Facilitating
- Documentation

Key Skills :

- Database design
- SQL
- Windows and Linux
- MS Office package
- Javascript, php learning

REFERENCES:

1. TRANS TECHNOLOGIES SOLUTION PVT. LTD. Zoo Road Tiniali Opp. Parnil Palace, Guwahati – 21, www.transt.co.in
2. SHREE CREATIVE PROGRAM AND EVENT MANAGEMENT, Harbala Road Bora Service, Guwahati. Tel # 0361- 2467967
3. iPRO TECH SOLUTION Kachari Basti , Ganeshguri Guwahati

PROFESSIONAL QUALIFICATIONS :

- Diploma in Computer Science and Engineering in the year 2009 under Manipur University
- BCA under IGNOU 2015
- MCA under IGNOU 2017

ACADEMIC QUALIFICATION

- 12th in the year 2005 (Council of Higher Secondary Education Manipur)
- 10th in the year 2003 (Board of Secondary Education Manipur)

LANGUAGE KNOWN:

- English
- Hindi
- Manipuri
- Assamese (Not Proficiency)

HOBBY:

- Reading Books, Internet Surfing, Travelling and Gardening

PERSONAL DETAILS:

- Fathers Name : Sapam Dhananjoy Singh
- Mother Name : Sapam Shakhitombi Devi
- Permanent Address : Phojing Awang Leikai, Nambol – Imphal West, Manipur Pin - 795134
- Date Of Birth : 20th September 1987
- Sex : Female
- Marital Status : Single
- Nationality : Indian
- Mother Tongue : Manipuri
- Contact Number : +91 9401977534

I solemnly declare that the above information are true and correct to the best of my knowledge. I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected.

Date:

Place: Guwahati

(Sapam Sonia Devi)