

CURRICULUM-VITAE

LALITA

82- B, DDA Flats,
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Career Objective

Strongly desire to pursue my career in a well-established Industry. Keeping the present scenario in mind, I can put my strong skills. I look for an opportunity that would bring out the best of my potential.

Experience

Relevant Experiences: - Total 3.5 years.

(A) From January 2012 to Till Date

Organisation :- **PUBLIC GRIEVANCES COMMISSION, Govt. of NCT of Delhi**

Job Title :- Data Entry Operator

Job Profile :-

- (1) Diarisation of fresh grievance petitions / complaints received via dak / online.
- (2) Scanning and uploading fresh grievances received in PGC from general public.
- (3) Reply to the complainants over e-mail and maintaining the records.
- (4) Feeding, scanning and uploading the details / orders of old closed grievance cases over PGC website.

(B) From July 2007 to Nov. 2008

Organisation :- **BARCLAYS BANK PLC**

Job Title :- Working in **Personal Loan** as a **Coordinator**.

Job Profile :-

- (1) To manage and help all the members of the team from sourcing the files, complete the documentation and submit the case to be login by entering their datas.
- (2) To watch the status of the customers and convey to the relevant executive and help them disbursing their cases.
- (3) To report and discuss with the S.M. & B.M. about total numbers of login, rejected cases and disbursed cases & to achieve the target of the total teams.

(C) From March 2006 to June 2007

Organisation :- **ABN AMRO BANK.**

Job Title :- Worked in **Personal Loan** as a **Coordinator**.

Job Profile :-

- (1) Maintaining database & sending reports to the seniors on a regular basis.
- (2) Supervision for the entire processes of Login till Disbursements of the Files

Academic Qualifications

- High Secondary : Jamia Millia Islamia, Delhi
- Senior Secondary : C.B.S.E. Delhi
- Graduation : Graduation, Delhi University.
- B .Ed : Jamia Millia Islamia, Delhi

Other Activities

- National Gold Medalist in judo.
- Played Wrestling in National level (four times)
- Gold Medal holder in Kabaddi at National Level.
- Represented D.U. as a Judo Player

Professional Qualification

- Diploma in Software Computer Application from Shiv Hari Om Institute, Delhi.
- Training in Shakti Shalini as a Volunteer (Women Cell).
- Pruning Typing in English

Language Known

Languages : Hindi & English

Personal Profile

Husband's Name : Mr. Shyam Sunder

Date of Birth : 15th July 1981.

Nationality : Indian

Hobbies : Listening to music & interacting with people.

Date : 09/09/2013

(LALITA)

Place : New Delhi