

CURRICULAM VITAE

ADDRESS -298/3-C, Jharoda Surender colony
Part-1, Burari, Delhi
North Delhi -110084

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APARNA

CAREER OBJECTIVE

Looking for a technical and computer based work with reputed organisation where all my skills and abilities will be utilized and I will get a platform to explore my career in this field as a responsible person by providing quality services.

TECHNICAL SKILLS

Typing speed 25-30wpm

Quite expert in typing without errors

Perfect in all features of Ms Word, Excel, Power point and Internet

EDUCATIONAL QUALIFICATION

BACHELOR OF ARTS from DELHI UNIVERSITY	2018
Passed 12 th from C.B.S.E Board	2015
Passed 10 th from C.B.S.E Board	2013

EXPERIENCE

➤ **Front Office Executive - Alps Softech Solution Private Ltd.**

Delhi - November 2018 to Current

- Checked accuracy and integrity of files and resolved errors.
- Established data entry priorities, sorted data and entered accurately.
- Sending proposal to client and after the deal is finalized, prepare the client and company agreement and send it to the client.
- Prepare Invoice, send to client and maintain the record.
- Performed clerical duties, including typing, answers phones and completing forms.
- Monitoring Office Expenses and Costs.
- Maintained a clean, orderly and welcoming reception area.
- Typed and compiled documents, answers phones and completed paperwork for the office.
- Created files, reports and records while maintaining confidentiality.

➤ **CC (Customer Care) Operator/ Tom Operator - Delhi Metro Rail Corporation**

Delhi (Yellow Line) – November 2016 to June 2018

- Issuing token/ metro card and recharge of metro card.
- Live passenger/ customer dealing (by solving their quarries related to deduction of fares during their previous and current journey and satisfied them).

- Keeping your mind balanced and perfectly money transaction while still very crowded.
- Full care of your cash distribution during duty until your duty is over and entrust it to the controller when the duty is over.
- Resolving their problems by giving accurate information of metro routes to national and international travellers.

➤ **Tele Caller - BS Group Ltd.**

Delhi - October 2015 to November 2016

- Telling to callers their tomorrow and yesterday according to their Birth chart and patiently explain the distraction of the recent incident.
- Maintaining their credibility on astrology by accurate prediction.
- Gradually listening to their stories/ problems and telling related reliable remedies which they can follow according to their capability.
- Also telling them the secret of the coming tomorrow with this flattering statement that they should know about it and not fear the bad.

PERSONAL QUALITIES AND HOBBIES

- ✓ Enthusiastic Confident & Energetic with an ability to learn Friendly.
- ✓ Hardworking and good to my work.
- ✓ I am committed to my work. I always give my best to the job that I take up.
- ✓ Self motivated personality.
- ✓ I take the things from the root level i.e. I always try to get the basics knowledge of the things I know.

DETAILS

Communication Skills
Active Listening Skills
Typing Skills
Computer Literacy (DCA)
Data Entry Operator from "NSDC"

Disciplined and Functional
Honest and Hardworking
Team Work Ability
Follow Instructions Easily

PERSONAL DETAILS

NAME : APARNA
FATHER'S NAME : S.K. Tiwari
DATE OF BIRTH : 19 March 1998
LANGUAGE KNOWN : English & Hindi
GENDER : FEMALE
NATIONALITY : Indian

DECLARATION

I hereby inform that all the information is given above are true to my knowledge & belief.

Date: / /

Sign:

Place: - DELHI

APARNA