

CURRICULUM-VITAE

ALPNA CHAUHAN

House .no=143

Bhatta colony, Sehatpur

Faridabad 121003

Contact no.-9318414835

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CARRER OBJECTIVE

I want to work in an organization where I can enhance my skills with the growth of organization using my skills, talent, qualification and experience in the field of education.

ACADEMIC QUALIFICATION

Qualification	School/College	Board/University	Year	Percent age
Post Graduation (M.B.A Finance)	Institute of Management and Technology	M.D. University	2017-19	68.5
Graduation (B.B.A)	Government College for Women's	M.D. University	2013-16	62.6
12th Passed	Rose Mount Public School	H.B.S.E	2012-13	70.6
10th Passed	T.S.N Public School	H.B.S.E	2010-11	77.8

EXPERIENCE

- One month Summer training in S&P Thread Pvt. Ltd. In HR Department.
- Nine month experience as HR recruiter in Bhartia Management Consultancy (from 3rd May 2017 to 30th January 2018) .
- Presently working in Reliable Power Systems, Faridabad as Backend Executive (from 5th February 2018 to till date)

TECHNICAL SKILL

- Basic knowledge of Computer
- MS Office: MS Word, MS Excel, MS Power Point, MS Outlook,
- Internet knowledge
- Social media management (Facebook, Twitter etc).
- Tally Basic : Entry of Sales, Purchase, Receipt, Payment, eBay bill etc..

OFFICE SKILLS

- Arrange travel, tickets
- Data entry.
- Record keeping.
- Mail
- Maintain daily sales & purchase data on MS Excel sheet
- Maintain Inquiry Register
- Maintain all the files of the customers
- Issue Cheque to the party
- Prepare Quotations
- Monthly data maintain of AMC

TRANSSFERABLE SKILLS

- Quick learning capability.
- Sense of responsibility.
- Ability to deliver good result.
- I believe in hard work and honesty.

PERSONAL DETAILS

Name	:	Alpna chauhan
Father's Name	:	Mr. Anil chauhan
Mother's Name	:	Mrs. Sunita
Date of Birth	:	27/07/1995
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Un-married
Religion	:	Hindu
Hobbies	:	Drawing & Singing

DECLARATION

I hereby declare that the information mentioned above is true and correct to the best of my knowledge.

Date:

Place:

ALPNA CHAUHAN