



DEEPALI ANAND

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Date of Birth: 13th August 1980

Career Objective

To serve an organization that can leverage my skills and knowledge base learnt in my technical courses in the field of computers and office assistance.

Professional Synopsis and Key Achievements

- ☐ Nearly three years of comprehensive experience in the areas such as data management, public relation and computer teaching
- ☐ Experience of working on various computer software (MS office, Graphics designing, etc)
- ☐ Experience in Administrative works.

Organizational Experience

Jan 2011 - Till date **CPWD, Subdivision** **Computer/Data Entry Operator**
Nirman Bhawan, New Delhi.

Key Result Areas:

- ☐ Provide service for Data entry.
- ☐ Uploading soft copies on the websites.
- ☐ Development of Power-point presentations
- ☐ Assisting in regular correspondence with various agencies
- ☐ Preparation of hard copies in connection with progress report system
- ☐ Internet surfing for technical data i/c downloads, operation of E-mails, schedule of works, deviation/extra item statements.
- ☐ IDs relating to NIT/Quotation including estimates, award letters and other allied works in sub-division office.
- ☐ Interaction with people for daily routine work.
- ☐ Dealing with day to day administrative issues.

Jan 2006-Jan2007

**SUBH MANGALAM ACADAMY &
ENGLISH ACADAMY**

Computer Teacher

Key Result Areas:

- ☐ Imparting training to students on latest packages of MS office, Lotus etc.
- ☐ Designed advertisements for the Institute
- ☐ In charge of Lab, Library and Accounts
- ☐ General administrative work, like letter drafting, interaction with software and hardware suppliers
- ☐ Regular interaction with students for software and hardware related problems in computer

Apr 03 – Nov. 03

Service India Placement & Consultancy Pvt. Ltd

PRO

Key Result Areas:

- ☐ Deal with day to day administrative work.
- ☐ Responsible for preparation of staff salary and maintenance of leave record.
- ☐ Conducting preliminary interview
- ☐ Interaction with people for daily routine work.
- ☐ Trained new recruited staff to increase the profit.

May 01 – Nov. 02

**Society for social services
Jahagirpuri, Delhi**

Office Manager

Key Result Areas:

- ☐ Deal with day to day administrative work.
- ☐ Responsible for preparation of staff salary and maintenance of leave record.
- ☐ Management of office records in both the forms (Hard copy & soft Copy).
- ☐ Interaction with people for daily routine work.
- ☐ Management of staff welfare.
- ☐ Trained new recruited staff to increase the profit.
- ☐ General administrative work, like letter drafting etc.

Education

- ❑ **B. A. (P), 2003, University of Delhi**
- ❑ **S.S.C., 1998, CBSE**

Professional qualifications

- ❑ Certificate course in Account Assistant from Bhartiya Vidhya Bhawan, KG Marg, Delhi in Disk Operating System, Windows Operation System and Lotus (Wordpro, Lotus 123, Freelance graphics)
- ❑ Diploma in Web Designing from Aptech, Yamuna Vihar
- ❑ Stenography from ITI, Nizamudin, Delhi.

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