

# **CURRICULUM VITAE**

## **SANJANA KUMARI**

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**Mobile: +919113787466**

### **CAREER OBJECTIVE:-**

Desirous of working in an organization, which provides adequate opportunity for career development. Learn to utilize my knowledge and contribute to the success of organization by my sincere efforts. To obtain responsible and growth oriented position in a challenging environment that will utilize and strengthen my skills in a professional organization.

### **DOCUMENT CONTROLLING PROFILE**

A versatile, multitalented and multitasking document controlling having over 4 year of comprehensive experience in document controlling.

### **Education:-**

<b>Examination</b>	<b>University/ Board</b>	<b>Year of Passing</b>	<b>Percentage</b>
B.Com	BRABU	2015	71%
Intermediate	BSEB	2012	66.2%
High School	BSEB	2010	63.2%

### **Professional Snapshot:-**

❖ **June -2019 to Till Now with SAMSUNG C&T INDIA PVT. LTD. as Document Controller**

**Location:** - Noida

#### **Job – Profile (Construction Department):-**

- Data reconciliation for material
- Data management and updating as per material bill
- Subcontractors document approval
- Material consumption planning
- Document management for site Inspection report
- Material planning for upcoming consumption
- Daily manpower report generation
- Maintain attendance on daily and monthly basis (for Team)
- Coordinate and discuss with sub contractor's related to site work.
- Manage all the purchase material bills (Rebar, Concrete etc.)
- Making plan for concrete casting as per project plan.
- After getting approval from client update all documents

❖ **Oct-2018 to June -2019 with SK INTERIOR as Document Controller.**

**Location:** - New Delhi

### **Job - Profile:-**

- Proficient in report creation in Excel and PPT in Windows Environment.
- Work predominantly on Construction industry clients.
- Work closely with the clients on-site and offsite as well.
- Prepare purchase order and work order.
- Maintain labour and manpower attendance sheet on monthly basis
- Responsible for all kind of payment within the document.
- Prepare and update weekly, monthly and quarterly reports related sales.

❖ **Jan-17 to Oct-18 with NS INTERIOR as Document controller**

**Location:** - New Delhi

### **JOB PROFILE:-**

- Proficient in report creation in Excel and PPT in Windows Environment.
- Work predominantly on Construction industry clients.
- Work closely with the clients on-Site and offsite as well.
- Prepare purchase order and work order.
- Responsible for all kind of payment within the document.
- Prepare and update weekly, monthly and quarterly reports related sales.

### **COMPUTER SKILL:-**

- Basic Computer Knowledge MS Excel, MS Word, and Power point
- Creation of report in MS Excel using advance skill.

### **PERSONAL DETAILS**

Date of birth	17 Sep 1993
Father's name	Pramod Goswami
Mother's name	Baby Goswami
Current address	Shakarpur, Laxminagar (New Delhi)
Nationality	Indian
Religion	Hindu
Sex	Female
Linguistic Proficiency	English, Hindi
Strength	Self-confidence, Hard-working & Sincerity
Hobbies	Listening Music

### **DECLARATION**

I am Sanjana kumari do hereby declare that the particulars submitted hereby are true and correct to the best of my knowledge and belief.

**Place:**

**Date:**

**Signature of Candidate**