** Resume**

**Aarti**

J-30 Prem Nagar Lal Kuan

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**CARRIER OBJECTIVE**

I plan to build a long-term carrier with progressive and professionally managed Organization, in a competitive, challenging and rewarding environment. I have equipped myself conceptually and practically towards achieving my objective and on look out for an opportunity to apply myself.

**PROFESSIONAL PROFILE SUMMARY**

1. Currently working at Eagle Hunter Solutions Ltd. **(Ministry of Rural Skill Development)** **DDU-GKY** Project as (MIS) Management Information System from May 2018 to till date.

**ORGANISATIONAL EXPERIENCE**

* Leading a project in Management Team as a MIS Executive.
* Obtaining Daily reports of the centre staffs
* Making attendance MIS for the salary process centre staffs.
* Obtaining random MIS from the centers.
* Feeding the data in the MRIGS.
* Updating placement documents in MRIGS.
* To attend meeting of all personnel in training.
* Televerification of the candidates.
* B1 Tracking in MRIGS.
* Responsible for the, the monitoring/ controlling of attendance and maintenance of relevant records within team.
* Personnel and Office management – Office functioning, administration, handling of all mail and correspondence.
* Duties including daily meetings and plan, allocate work according to priorities, also responsible for support of management team.
* Responsible for generating and maintain confidence, Discipline, Good employee relations and communications.

**STRENGHTS**

* Progressive personality capable of developing rapport and support from colleagues and customers.
* Able to function in a dynamic and changing environment.
* Team oriented and self motivated professional.
* Good communication skill.
* Quick learning ability.
* Pleasing Personality.

**ACADEMIC DETAILS**

* BSW (Bachelor of Social welfare) pursuing.
* High Secondary Board passed in Year 2018 CBSE.
* Secondary Board passed in year 2016 from CBSE.

**COMPUTER KNOWLEDGE**

* Microsoft Office Word 2007, Microsoft Excel 2007.

**PERSONAL DETAILS**

* Father’s Name: Mr. Vinod Kumar
* Mother’s Name: Mrs. Maya Devi
* Date of Birth: 21st .Nov.1999
* Marital Status: Bachelor
* Gender: Female
* Languages Known: English, Hindi

**DECLARATION**

I hereby declare that the information produced above is true to the best of my knowledge. I promise to be a professional seeking every opportunity to learn new things from everyday experiences.

Place- New Delhi

**AARTI**