CURRICULUM VITAE

MAHIMA CHAUDHARY

Contact:7683032352 Email-Jeevachoud585858@gmail.com

**CAREER PROFILE:**

To work as an efficient and effective employee in the organization where I can demonstrate my Technical and business skills and contribute to the company. .

**ACADEMICS**:

* 10th U.P Board 2009 Passed
* 12th U.P Board 2011 Passed
* B.com C.C.S University 2016 Passed

**PROFESSIONAL QUALIFICATION:**

* Basic Knowledge of Computer.

**WORKING EXPERIENCE:**

* Worked as Customer care executive in DTDC for 6 Month.
* Worked as Admin executive in M.R Hyundai from February 2017 to January 2018
* Worked as Admin executive in Best Barcode System Pvt Ltd February 2018 to till now

**DAILY EXPENES REGISTER:**

* Maintaining employee Attendance.
* Arranging courier.
* Keeping the Reception area tidy.
* Information Leave detail to the HR
* Housekeeping & canteen goods list update.
* To welcome new joining.
* Handling telephonic.
* Making of Monthly requirement.
* Dispatch sheet update
* Performing vendor management activities.
* Handling all admin work for Office.

**HOBBIES**:

* Listening music.
* Dancing.
* Playing Badminton.

**PERSONAL DETAILS**:

Husband Name Anuj Kumar

Date of birth 10/02/1993

Sex Female

Marital status Married

Nationality Indian

Proficiency Hindi, English

**Date:**

**Place**  **Mahima Chaudhary**