**Name-JYOTI KUMARI**

**Mobile: +91-9204094632/9031268132 E-Mail:jyoti.16790.kumari@gmail.com**

**JOB OBJECTIVE**

Seeking assignments as a Executive , Support Services,IT Support Services with an organization of repute where I can contribute to the growth of organization and vice-versa.

**PROFILE SUMMARY**

* A budding professional with a zeal to make a career in Executive , Support Services .
* B.COM (Accounts Honours) from Graduate College For Women Jamshedpur, **Ranchi University.**
* Capabilities in managing erection& commissioning activities involving resource planning, in-process inspection, team building and co-ordination with internal / external departments.
* Proficient in removing unnecessary procedures in processes wherein ensuring uniformity in the process understanding at the client’s and the organization’s end.
* Abilities in effectively handling multiple priorities, with a bias for action and a genuine interest in personal and professional development.
* Possess knowledge of **Accounts**,**Data Entry,Microsoft Excel,Microsoft Word,Microsoft Power Point,Accounting,Handling Customers of different regions,Taking Business Calls.**
* An effective communicator with excellent analytical and interpersonal skills.

**EDUCATION**

2012 B.COM (**Accounts Honours**) from Graduate College For Women,Jamshedpur ,**Ranchi University with 2nd division.**

2008 I.COM (**Accounts Honours**) from Graduate College For Women,Jamshedpur ,**Ranchi University with 2nd division.**

2006 10th from A.B.M.P. High School,Jamshedpur with **2nd division.**

**PROJECT /WORK DETAILS**

**Title : Executive**

**Period : Jan-2012 to April-2014**

**Organization: TATA BUSINESS SUPPORT SERVICES LTD.**

Details :

* Competent in Taking Business Calls.
* Competent in Solving Customer Issues.
* Competent in preparing,maintaining and making presentation with MS-POWER POINT,MS-EXCEL,MS-WORD.
* Competent in managing Accounts.
* Competent in increasing sales of the organizaion.

**Title : Social Mobiliser /Computer Operator**

**Period : Jan-2017 to Till Date**

**Organization: PHD Department(Water and Sanitation), Jharkhand Government**

Details : Currently involved in MIS, UC collections and making entry of the entire collection in Excel format. Associated with implementing the work for Swacch Bharat Mission in all the blocks of Purbi Singhbhum district of Jharkhand.

**SOCIAL ENGAGEMENT**

* Actively associated with Help-age India during school.
* Actively associated with organizing blood donation camps.
* Actively associated with organizing free educational camps.

**PERSONAL DETAILS**

Date of Birth: 16th July 1990

Address: House No. - 72, Near Manorma Factory, Rahargora, Jamshedpur-831016.

Father Name: Late Vijay Thakur.

Gender: Female

Languages Known: English and Hindi( Read ,Write and Speak)