***CURRICULUM – VITAE***

***PUNITA SAINI***

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***CAREER OBJECTIVE:***

To be a sagacious professional working towards the organizational goals. To carve a niche for myself in corporate world and obtain a challenging growth oriented job with the organization.

***PROFESSIONAL EXPERIENCE:***

* ***Working as a Data Entry Operator in Copyright Office (M/o Commerce & Industry) from Oct. 2015 to till now.***

***JOB PROFILE:***

* Maintain the proper file for registration of copyright
* Taking dictation from Seniors
* Indexing the ROC in Excel Sheet
* Maintain the Records of Extracts from the Register of Copyrights
* Attending the phone calls from applicants and solve their queries
* ***Worked as a Data Entry Operator in Ministry of Urban Development from 10th October 2010 to till 30.09.2015 on behalf of Ed(CIL) India Ltd.***

***JOB PROFILE:***

* Letter typing in MS- Word
* Work in Excel, Prepare PPT Presentation
* Mailing
* Assigned the responsibilities of maintaining proper records and updating files in the system and maintain records in manually also.
* ***Worked as LDC in Employees’ State Insurance Corporation (ESIC) from 1st October 2009 to 9th October 2010 on behalf of TRIO Pvt. Ltd.***

***JOB PROFILE:***

* Letter typing in MS- Word
* Maintain file record, Diary dispatch, letter dispatch and other administrative work
* Performed other tasks as assigned
* ***Worked as Computer Operator in IT Services Pvt. Ltd. form 2nd January 2008 to 30th September 2009.***

***JOB PROFILE:***

* Worked in their personal software
* Performed other tasks as assigned

***EDUCATIONAL QUALIFICATION:***

* Computer Basics (MS- Word, Excel, Internet Knowledge)
* English Typing Speed 45 W.P.M
* M.Com Passed from H.P. University in 2010
* B.Com (P) passed form Delhi University in 2007
* 12th Passed from C.B.S.E. Board in 2004
* 10th Passed form C.B.S.E. Board in 2002

***PERSONAL DETAILS:***

* Husband’s Name : Gagan Saini
* Date of Birth : 31st July 1987
* Marital Status : Married
* Languages Known : English and Hindi
* Expected Salary : Negotiable

**STRENGTH:**

* Willing to learn new things
* Positive attitude
* Adaptability to change as per the environment
* Problem solving approach

**DECLARATION:**

I hereby declare that the information furnished above by me, is true to the best of my knowledge.

**(*Punita Saini)***