

CURRICULUM VITAE



ANITA KUMARI

CONTACT INFORMATION

Permanent Address

Jhunjhunu, Rajasthan. India.

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Dubai (U.A.E)

Visa Status: Visit

Date of Expiry: 10-Mar-2025

PERSONAL DATA

Date of Birth: - 02 -Feb-1989

Father's Name: - Mr. Sumer Singh

Gender: - Female

Nationality: - Indian

Marital Status: - Unmarried

Languages Known: - English, Hindi, Punjabi.

Passport No: T4090223

Date of Expiry: 14-Mar-2029

Profile

I am self-motivated, hardworking and very determined individual who thrives in challenging environment from the extensive work experience gained from my prior degree course, I feel that it has builds a strong foundation towards the work environment. I am looking for option which allows me to build a bright & Strong future with excellent knowledge of profession.

EDUCATIONAL QUALIFICATION

- MBA (Masters in Business Administration) from Punjab Technical University in 2010
- BCA (Bachelor in Computer Applications) from Punjab Technical University in 2008
- Senior Secondary +2 from Punjab School Education Board in 2004
- Matriculation 10th from Rajasthan School Education Board in 2002

WORK EXPERIENCE

- **MSG PVT LTD, COMPANY, SIRSA**
(Cashier)
Worked as Cashier from the period of March 2024 to Dec. 2024.
- **SHAH SATNAM JI GIRLS COLLEGE, SIRSA**
(Office Assistant)
Worked as Office Assistant from the period of March 2020 to Jan 2024.
- **KAPSONS INDUSTRIES, JALANDHAR, PUNJAB**
(Office clerk)
Worked as an office clerical work with Kapsons Industries Company June 2018 to Feb 2020.
- **VSA INDIA PVT LTD, JALANDHAR, PUNJAB**
(Team Coordinator)
Worked as a Data Entry operator work with corporate office USA (A Project of Health Care Resources Group) Jan 2014 to May 2018.
- **VSA INDIA PVT LTD, JALANDHAR, PUNJAB**
(Data Entry Operator)
Worked as a Data Entry operator work with corporate office USA (A Project of Health Care Resources Group) Nov 2011 to Dec 2013.
- **FIRST SOURCE SOLUTIONS PVT LTD JALANDHAR**
(Customer Care Executive)
Worked as a Customer care Executive (CCE) for Airtel Telecommunications June 2010 to Oct 2011.

Strengths

- Professionalism
 - Respect For Individuals
 - Dedication towards work
 - Excellence
 - Team Leader Quality
 - Hard Working
 - Presentable personality
 - Ability to adapt in any working condition
 - Punctuality
 - Effective Communication Skill (Oral, Written)
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DUTIES AND RESPONSIBILITIES

- Proficiency in MS-Office, Microsoft Windows.
- Handling complaints.
- Arrange meetings of Higher Authorities.
- Passing circulars for upcoming schedule of College.
- Maintain files and records so they remain updated and easily accessible.
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- Undertake basic bookkeeping tasks and issue invoices, checks etc.
- Take minutes of meetings and dictations
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
- Assist in making travel arrangements and booking venues for conferences and events
- Perform other office duties as assigned
- Preparing Payroll, salary slips, Experience certificates.
- Appointment letter, warning letters, joining letters of Employees for Construction sites, Job offer letter, Etc.

DECLARATION

I hereby declare that the above-mentioned statement is correct and true to the best of my knowledge and belief.

Yours Faithfully,
ANITA KUMARI