

RESUME

ARTI

D-340, Ground Floor,
Sector-01, Rohini,
Delhi-110085
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CAREER OBJECTIVE

I am seeking for a platform where I utilize my experience, studies & innovative ideas in the order to enhance knowledge and experience to get success and position in my urge industry which I work confidently.

WORK EXPERIENCE

- Working as Sales Co-ordinator with Atul Papers Pvt. Ltd. (Brand Name – Oddy), Keshav Puram, New Delhi

From March, 2020

Work Profile

- Interaction with Distributors.
 - Taking Stationary Orders.
 - Generating bills on **BUSY** of each and every order.
 - Distributor's Data maintain.
 - Making Sales Reports on weekly and monthly basis.
 - Coordination between Core Team and Distributors.
 - Coordination with dispatch team for smooth transition of stationary goods to its concern distributor.
 - Other clerical jobs as and when required.
- Worked as Office Assistance with Pacific Sports Complex, Sector-25, Rohini, New Delhi-110085

From February, 2018 to Feb 2020

Work Profile

- Client Data maintain
- Administrative work
- Making Sales Reports
- Making other reports on Excel.
- Office Coordination.
- Client Relation & Coordination.
- General Office Administration.
- Other office clerical jobs as and when required.

PREVIOUS WORK EXPERIENCE

- 1 year work experience in AIIMS as a Data Entry Operator.
- 6 months work experience in VMMC Library in Safdarjung Hospital.
- 2.6 years work experience in M2K Entertainment Pvt Ltd as a cashier.
- 1 year work experience in Mc'D as a crew member.
- 11 month work experience in Bikanerwala as a Cashier.

TECHNICAL QUALIFICATION

- Basic Billing Knowledge of BUSY
- Basic knowledge of computer.
- MS Office
- Internet surfing

EDUCATIONAL QUALIFICATION

- 10th passed from CBSE Board in 2006
- 12th passed from CBSE Board in 2008
- BA passed from Delhi University in 2012

PERSONAL PROFILE

Husband's Name : Mr. Dhriti Sen
Date of Birth : 26-08-1989
Gender : Female
Marital Status : Married
Hobbies : Listening to music & reading books

DECLARATION

I hereby declare that above mentioned information is correct to the best of my knowledge & I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place:

Signed By
(Arti)