SARITA

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📍 Sunpura-Greater Noida, India 203207

SUMMARY

To work with a reputed organization where I can utilize my skills to reach my goals and make my future bright it make best possible use of each and every opportunity that comes in life.

SKILLS

- Data Mapping
- Report Generation

- Management Information Systems proficiency
- Onboarding

- Data Analytics

EXPERIENCE

01/2015 - 07/2021

MIS Executive, Omegga Power Industry Pvt. Ltd., Jhandewalan New Delhi, India

- Developed MIS reports to track customer service performance and identify areas for improvement.
- Performed general office duties such as filing, typing, copying, scanning documents.
- Compiled weekly, monthly, quarterly reports based on collected data entries.

Data Operator, Trademark Registration Office, Dwarka, India

- Maintained accurate and up-to-date records of data entries.
- Created reports from collected data to track progress, analyze trends, and identify opportunities for improvement.
- Entered customer information into database systems accurately and in a timely manner.

Supervisor, MNC (LED Importer), Ashok Park Ext-Delhi, India

- Maintained accurate records of employee performance, attendance, leave requests, and disciplinary actions.
- Resolved customer complaints in a timely manner while ensuring customer satisfaction.
- Provided guidance and direction to subordinates regarding job duties and responsibilities.

Computer Operator, Super Sales Corporation, Mundka-Delhi, India

- Performed data entry tasks, including updating customer information in databases.
- Responded to queries for information and access to relevant files.

Primary School Teacher, Primary School-Tikri Kalan, Delhi, India

- Developed and implemented lesson plans that engaged students in active learning activities.
- Assessed student progress on an ongoing basis to inform instructional decisions.

EDUCATION AND TRAINING

2011   **Bachelor of Arts**
Delhi University (SOL), New Delhi

Diploma in Application Programmed & Language , **Computer Programming**
F-TECH, New Delhi

DISCLAIMER

I here by declare that all the above statement give by me is true & correct to the best of my knowledge and belief.

LANGUAGES

Hindi: First Language
English: B1
Intermediate (B1)