**CURRICULUM VITAE**

**GAYATRI**

**Address:**- House No. 10800, Manak Pura , Karol Bagh, Delhi

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## CAREER OBJECTIVE

* To work with a dynamic organization with a professional setup where I can get an opportunity to face multiple challenges and sharpens my skills by applying the acquired knowledge.

## EDUCATIONAL QUALIFICATION

* 10th from CBSE Board.(60%)
* 12th from CBSE Board.(62%)
* B.COM from Delhi University.(54%)
* B.ED from Maharshi Dayanand University ( Rohtak )(64%)
* M.com from Karnataka University.

## TECHNICAL QUALIFICATION

* Three months basic in computer application from Delhi Institue Of Computer Science(DICS).
* Knowing about :- MS- Word, MS- Excel, MS- Powerpoint, Scanning , Printing, Windows XP, Window 7, BUZY software, Tally.

## PROFESSIONAL EXPERIENCE

1. **VODAFONEC:\Documents and Settings\itpl\My Documents\Downloads\uu.jpg**

As a **Verifying Executive** (Aug 2010 to Feb 2011)

Job task & duties

* Maintain the customers records.
* Verifying all documents related to the valuable customers.
* To handle the customer queries over the phone.
* Regular follow up with customers regarding connections
* Maintain Database of all Vodafone post paid customers.
* Updates Records of rejected connections.
* Maintain the billing cycle of all Vodafone users.
* Make a lead and increment sales targets day to day.

1. **UNITED PUBLICATIONS**

As a**Office Coordinator**cum Billing assistant (March 2011 to April 2012)

Job tasks & duties

* Meeting and greeting clients and visitors to the office
* Dealing with incoming &out going calls.
* Maintain all file records.
* Make order list & maintaining order related records.
* Order Stationery and maintain proper stock of stationery.
* Keep a track of the magazines we are receiving.
* Inward and outward Couriers management.
* Co-ordination with Interior people.
* E-mailing, printing, photocopying, filing and scanning.
* Updating & maintain the holiday list
* Maintaining attendance sheet leaves records (Half day, late marks).
* Maintain Day book of regular basis (office expense related records).
* E-mailing, printing, photocopying, filing and scanning.
* Updating & maintain the holiday list.

1. **Shri Guru Kripa printers**

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As a**Office Coordinator**cum Billing assistant (Jun 2013 to Till Date)

Job tasks & duties

1. Meeting and greeting clients and visitors to the office
2. Dealing with incoming &out going calls.
3. Maintain all file records.
4. Make order list & maintaining order related records.
5. Order Stationery and maintain proper stock of stationery.
6. Keep a track of the magazines we are receiving.
7. Inward and outward Couriers management.
8. Co-ordination with Interior people.
9. E-mailing, printing, photocopying, filing and scanning.
10. Updating & maintain the holiday list
11. Maintaining attendance sheet leaves records (Half day, late marks).
12. Maintain Day book of regular basis (office expense related records).
13. E-mailing, printing, photocopying, filing and scanning.
14. Updating & maintain the holiday list

**ATTRIBUTES**

* Very particular about work punctuality.
* Believe in honesty because it is the key to success in life.

**PERSONAL PROFILE**

Date of Birth : 17-07-1992

Father’s Name : Sh. Balkishan

Marital Status : Unmarried

Nationality : Indian

Languages Known : English,Hindi

Hobbies : Reading, NetSurfing& Dancing

Salary expected : Negotiable

Date :

Place :New Delhi (GAYATRI)