

CURRICULUM-VATE

A-55 3rd Floor
Pandav Nagar,
New Delhi – 110092
Mob. No. +91-9711022601
E-mail: sitapohari22@gmail.com



SITA KUMARI

CAREER OBJECTIVE

To achieve good career with organization where acquire skills education will be utilized towards continued growth for betterment.

EDUCATIONAL QUALIFICATION:

- *Graduate B.A from University of Delhi.*
- *12th passed from CBSE Board Delhi*
- *10th passed from CBSE Board Delhi*

WORK EXPERIENCE

- ❖ *8 Years total Experience.*
- ❖ *4 years ALS IAS Institute (Alternative Learning Systems Ltd) as a Computer Operator.*
- ❖ *1 Year working experience in Delhi Public School in Gurgaon as an office Assistant.*
- ❖ *1 Year experience with Anita Narain advocate of Delhi High Court.*
- ❖ *6 months working experience in St. Columbus School as an Office Assistant.*
- ❖ *1 Year Diploma in Office Management from New Delhi YMCA on the job training with **Tex mode** as an office coordinator.*

KEY RESPONSIBILITIES & AREA OF EXPOSURE (OVERALL):

- ❖ *Proficient typing and transcription.*
- ❖ *Computer and technical skills (including software knowledge)*
- ❖ *Organisational and time management abilities.*
- ❖ *Administrative skills.*
- ❖ *Generate I.D cards of the Students*
- ❖ *Communication (written and verbal)*
- ❖ *Accuracy and attention to detail.*
- ❖ *Multi-tasking.*
- ❖ *scan documents into database.*

- ❖ *Handling the Fax, Internet and e-mail messages.*
- ❖ *Self–Correspondence, Sending & Receiving E-mails.*
- ❖ *Maintenance of File Records.*
- ❖ *Done various other duties as assigned.*

ACHIEVEMENTS

- Awarded first prize " *Anamika* " a group of national artist's international knowledge and awareness.
- Certified of participating drawing competition organized by "*National housing bank* " at Delhi
- Certificate of participating in " *TULIKA* " National painting Competition and won honorable position

STRENGTH

- Hardworking
- Open to learning
- Punctual
- Honest

INTEREST

- Drawing
- Listen to music
- Traveling

PERSONAL PROFILE

- Name : **SITA KUMARI**
- Date of Birth : 22 September 1990
- Husband's Name : Ramesh Pohari
- Nationality : Indian
- Status : Married
- Language Know : Hindi, English & Nepali

I hereby confirm that the above mentioned Particular and correct to the Best of My Knowledge and belief.

Date:

Place :

(SITA KUMARI)