**CURRICULUM VITAE**

REENA

H.No-66 Indira Gandhi Colony Sec.21B,

Faridabad Pin Code - 121001

Mob: +918860810537

Email:reena.thapa.9210@gmail.com

**Career Objective :-**

I want to work in challenging environment so that I can improve my skills and

Gain my knowledge.

**Academic Qualification:-**

10th Passed from Haryana Board in 2010

12th Passed from Haryana Board in 2012

Graduated (B.COM) from K.L. Mehta Dayanand College in 2016

Pursuing (M.COM) from MDU University

**Professional Qualification:-**

MS Office: MS Word, PowerPoint, Excel, Internet Surfing, Email  
 Advance Excel: v-lookup, h-lookup, Pivot, filter, conditional formatting , wizapp software, uniware, if etc.

**Previous Experience:-**

I am working with Eli India Pvt. Ltd. as a Data Research Analyst from 26rd Oct, 2015 to Sep-2016.

**Current Experience:-**

I am working with Gunno Knits Pvt. Ltd. as a Warehouse Executive. From 17th Oct, 2016 to Till Date.

**Job Profile:-**

* Generate database of potential leads through secondary research.
* Build Contacts for Sales team by using LinkedIn, Jigsaw, data.com, ZoomInfo, InsideView, Onesource, and LeadFerret etc.
* Identifying new and innovative areas of research and enhancing capabilities of research team.
* Generating quality databases so that email campaign can be fruitful.
* Provide Reports using Excel functions and Pivot.
* Responsible for controlling duplicate of records by doing match back on provided data.
* Managing Warehouse Inventory.
* Monitoring of Invoices & Dispatches of the Materials.
* Tracking and keep record with Transport.
* Handling Stock Inspection of Inward and Outward.
* Stock Inventory and Stock Allocation.
* Maintain online Orders and upload all sign manifest on daily basis.
* Prepare sale and return report daily basis.
* Maintain online portal daily basis.
* Prepare all report online and offline.

**Personal information:-**

* Father’s name :Veer Bahadur
* Date of birth :2th March, 1994
* Nationality :Indian
* Language known :Hindi & English
* Hobbies :Surfing internet and Dancing

Declaration: I do here by confirm that the information given in this form is true to do the best of my knowledge and belief.

**Place:   
Date:**

**(REENA)**