**CURRICULUM VITAE**

JYOTI KUMARI

**Address: Baderpur delhi**

**E-mail:Rawatjyoti03101995@gmail.com**

**Contact: +91-9971634065**

**Career objective:0 0**

**To put to use the skills acquired during the years of my technical education and sharpen my skills, widen my experience by serving the nation.**

**Educational Qualification: 0 0**

* **Intermediate (10+2) in 2012 from Haryana board.**
* **High School (10) in 2010 from Haryana Board.**

**Professional Attainments: 0**

* **Knowledge of Tally7.2&9.0 ERP & ERP Software.**
* **Knowledge of Ms-Office, MS Excel, Internet**

**Worked with G.SR ENGG. ASSOCIATE as RECEPTIONIST 2014**

**Worked with G.S.R AUTO INDIA as a receptionist since 1JULY2015 TO15 SEP 2017.
Worked with planet associate home since 20SEP2017 to 30 sep 2018.**

**Work Responsibility**

* **Demonstrated proficiencies in telephone and front-desk reception within a high-volume environment. Calmed upset/angry customers researched and rapidly solved problems and rebuilt client trust to prevent the loss of key accounts.**
* **Led "cleanup" of company database and files. Restored organization to personnel, financial and operational records and accelerated data input, processing and retrieval times.**
* **Consistently praised by management for the quality and timeliness of reports, attention to detail, exemplary customer service delivery and team-player attitude.**

**INTREST ANDHOBBIES:0**

* **Using internet , searching & learning new things**
* **Listening song**

**Personal Details:0**

**Husband Name : Sohan singh**

**Date of Birth : 03 OCT1994**

**Language Known : Hindi & English**

**Marital Status : married**

**Sex : Female**

**Nationality : Indian**

**Declaration:0**

**I hereby declare that above information are true and correct as best of my knowledge.**

**Date:**

**Place: (Jyoti Kumari)**

