#### **CAreer objective**

INDU KUMARI

Address: Flat No. C-130

Sector- 25,Rohini,

New Delhi-110086

 8285750963, 9650014069

Email [–kumari.indu5@gmail.com](mailto:–kumari.indu5@gmail.com)

* To establishing the career as a integral part of the Company’s growth through the dissemination of knowledge, good technical and analytical skills, with strong ability to learn and comprehend new products and to act as a thought leader on Industry development as well as related issues of the industry.

#### **ExPERTISE**

* Able to make improvement in the learning process.
* Sufficient leadership quality and performance analysing capability.
* Able to apply knowledge and experience in practical situations.
* Able to work independently and in a team environment, combining individual and joint resources to complete tasks in an effective manner.
* Able to handle crisis as and when required.

#### **EXPERIENCE**

* **June 2015 to Till Date**
* **PAN INTELLECOM LTD – Front Desk Executive**
* **Key Responsibilities:**
* *Handling customers calls regarding complaints and other queries.*
* *Co-ordinate with the site engineers regarding customer complaints and other general office work like drafting letters & Maintaining office records.*
* Providing the MIS and Analysis for the data.
* **July 2011 to May 2015**
* **SIR GANGA RAM HOSPITAL – Operations Executive**
* **Key Responsibilities:**
* Handling patients queries regarding doctors and related departments.
* Giving online appointments to the patients and general work on the computer.
* Coordination with Doctors. & Patients.
* Coordination with Hospital cleaning staff& supervisor.
* Handling the Complaints, Query and Other Requests from the customer.
* Providing the MIS and Analysis for the data.

**Professional Courses Undertaken**

* + One year Diploma from NIIT. Delhi.

**COMPUTER LANGUAGES KNOWN**

* Basic
* LOGO
* LINUX
* C
* C++
* FoxPro
* HTML
* SQL
* JAVA

**EDUCATIONAL QUALIFICATIONS**

* M.Com. ( Banking & Insurance Management ) from Annamalai University
* Graduate in B.A (Vocational Studies) from Delhi University.
* AISSCE (XII) under CBSE board
* AISSCE (X) under CBSE board

**PERSONAL DETAILS**

* + Father’s : Late Sh. Ram Niwas
  + Date of Birth : 1 Feb.1982
* Marital Status : Unmarried
  + Languages known : Hindi, English
  + Interests : Reading Books, Music
  + Strength : Confident, Quick Learner, Result Oriented, Hardworking,

Adaptable

* + **Date: INDU KUMARI**