**Resume**

**Name** : Reena Kumari

**Mobile No**: +91-8178402399

**Email Id**: reenakumari17@gmail.com

Objective:

To work sincerely and honestly to best of my ability and potential and to contribute to the overall  growth of the organization, in Oder to excel in profession.

Experience Summary:

* Presently working as a Process Coordinator at Sundream Group (Canon Fasteners).
* 1Year of experience as Office Assistant at Multiple Organic Herb Care Pvt Ltd, Gurugram Haryana .
* 1+ year of experience as Office Assistant at Trackon Courier Service, Gurugram
* 2+ Year of experience as a Customer Relationship Officer at Park Avenue
* 5+ year of experience as Customer Care Associate in Louis Philipp

Skills:

* Basic Knowledge of Computer application MS Exel, Word, Powerpoint
* Having Good Communication Skills
* Completed Documentation Assistant course from P.M.K.V.Y.

Academic Credentials

* 12th pass from U.P Board in 2004.
* 10th pass from U.P Board in 2002.

Professional Experience

|  |  |  |
| --- | --- | --- |
| **Employer** | **Designation/Role** | **Duration** |
| **Sundream Group (Canon Fasteners)** | **Process Coordinator** | **Since October 2021- Present** |
| Multiple Organic Herb Care Pvt Ltd | Office Assistant | January 2021 – September2021 |
| Trackon Courier Service | Office Assistant | August 2018 – March2020 |
| Park Avenue | Customer Relationship Officer | June 2013 – May 2016 |
| Louis Philipp | Customer Care Associate | August 2007 – June 2012 |

Roles and Responsibility

* Creating and maintaining all department spreadsheet, Googlesheet file.
* Regular follow up to account department and purchase department and following checklist.
* Audit bills receiving at site and process the party payment.
* Track status of teams work. And maintain all department quarries.
* Maintaining all the physical register and files as per its confidentiality.
* Maintaining all department FMS Google Spreadsheets, Taking daily followup of all department deligated tasks and maintaining it into FMS Sheets.
* Manual Audit all site documents, office expense documents and Bills &Payments.
* Maintain all bills and documents online and physically.

Personal Information:

Date of Birth : 01 / 07 / 1986.

Nationality : Indian.

Language Known : English, Hindi

Address : Flat no. 28-B, Pocket B-1, Mayur Vihar phase-3, Delhi-110096.

Declaration:

I hereby declare that the information furnished above is true to best of my Knowledge.

Thank you for taking the time to consider my application.

Date : Sincerely,

Place : Delhi Reena Kumari