**Ranjana Rani**

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| **CAREER OBJECTIVE**  To work and rise with an organization that provides me an opportunity to use my skills and knowledge and are appropriately recognized & rewarded, where learning and self development of each individuals is promoted through suitable monetary returns.  **ACADEMIC QUALIFICATIONS**   * 10th from P.S.E.B with 59% (2001) * +2 from P.S.E.B with 67% (2003)   Graduation from Punjabi University Patiala with 60% (2007)  **PRFOESSIONAL QUALIFICATION**   * Three Year Diploma in Modern Office Practice from Punjab State Board of Technical Education and Industrial Training with 67%. (2006)   **Subjects in MOP:**  **Business Correspondence**  **Principals of Management**  **Computer Application**  **Typing (English)**  **Stenography (English)**  **Electronic Typing (Punjabi)**  **Book Keeping and Accountancy**  **Business Organisation and Law**   * PGDCA from Punjab Technical University with 66%. (2008) * MSC (IT) from Punjab Technical University with 70%. (2009) * MCA from Punjab Technical University with 78%. (2010)   **Personal Profile**  DOB : 01/11/1985  **Languages Known**  English, Hindi, Punjabi | **WORK EXPERIENCE**   * One Month Training as Clerk in Co-Operative Bank , Patiala(2005)   **Duties:**  Check Ledger Accounts, Maintain files & Records.   * 6 Months Training as Clerk cum Computer Operator in Administration Block and Accounts Dept. (Fees Section), Patiala.(1-1-2006 to 30-6-2016)   **Duties:**  Check Fees, Dispatch and Receipt letters, Type Letters, Maintain files & Records.   * One Year Apprentice as Office Assistant in P.W.D B & R Patiala. (2007-2008)   **Duties:**  Dispatch and Receipt letters, Type Letters, Maintain Files & Records.   * 4 Year as Sale, Purchase, Account Assistant in M/s Tinchem enterprises and M/s Target Enterprises (sister concern of M/s Tinchem Enterprises). (2010-2014).   **Duties:**  Stock and managed inventory of all items  Analyzed vendor invoices and cross-checked it with the quantity received  Monitored demand and sales of items  Help in daily office routine such as filling, answering phones, operating fax and photocopying machines  Coordinate with account department for invoice processing  Maintain and update all sales and purchasing reports  Handling Customer Payments, Refunds, Complaints etc.  E Tender of Railway Products (DMW Patiala.)  **PERSONAL ABILITIES**   * Attention to Detail * Punctual and Reliable * Can work without Supervision * Ability to cope and work under pressure * Able to work as part of a team * Ability to multitask |

**Job Seeker First Name / CV No: 1798812**

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