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| |  | | --- | | **Objective** | | |  |  | | --- | --- | |  | To work as a key player in a challenging environment providing enough opportunities to use my skills, experience and competency for the growth of the organization. To obtain data entry employment in a company that recognizes hard work and reliability as central to successful job performance. |   ***Profile***  Accurate, fast keying skills and sound knowledge of computer applications. Proven ability to collect and manage information efficiently and accurately. Excellent written and verbal communication skills and a strong desire to work hard and perform well. | | |
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| |  | | --- | | **Education** | | |  |  |  | | --- | --- | --- | | **2012-2015** | **Bachelor of Commerce**  Govt. College Dharamshala, Himachal Pradesh (India) |  | | **2011-2012** | **Senior Secondary Examination - Class XII**  Kanga Valley Senior Secondary School (Sheela Chowk), H P Board, Himachal Pradesh (India) |  | |  | **Higher Secondary Examination - Class X**  B.D.D.A.V Sr. Sec Public School Kotwali Bazaar, C.B.S.E Board, Himachal Pradesh (India) |  | | | |
| |  | | --- | | **EXPERIENCE** | | ***Sun Life Financial-Gurgaon, India***  ***Position: Junior Process Associate(JPA) (August 2015-August 2016)***   * Review and check applications and supporting documents * Code and process applications into required electronic format * Scan documents into database * Audit on-line applications for accuracy and completeness * Load information onto prescribed databases * Maintain complete activity logs and prepare reports * Respond to requests for information and statistics * Retrieve and present required information in various formats * Manage application changes * Provide guidance and information on application requirements   ***Technical Skills***   * MS Word * Advanced MS Excel * Outlook * Access * Typing skills - 60wpm * Excellent spelling and grammar skills * Database management   ***Core Competencies***   * organizational and planning skills * teamwork * communication skills * data collection and management * attention to detail * problem-solving * confidentiality * reliability | |  | | |
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| |  | | --- | | **Accomplishments& Hobbies** | | ***Accomplishments***   * STATE FOOTBALL CHAMPIONSHIP in 2012 and NATIONAL CUP HELD by AIFF IN 2011 * Participated in Disaster preparedness essay contest in 2007 * Participated Indian Council for environmental education for national talent search examination on environmental education in 2008 * Participated in destitute India 2009 * Appeared in Talent India.net by all India general awareness exam     ***Hobbies***   * Playing guitar * Football and cricket | | |
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| |  | | --- | | **Personal Details** | | **Date of birth :** 26/08/1993  **Nationality :**Indian  **Marital Status**: Single  **Languages known:** English, Hindi &Nepali  **Hobbies and Interests:**   * + Team sports (Cricket, basketball, football, etc)   + Determination activities (swimming & cycling)   + Brain activities (chess, etc)   ) | | |
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