

RATNA

ADMIN – RECEPTION
OFFICE COORDINATOR



UAE Visit Visa

CAREER OBJECTIVE

An enthusiastic, multi skilled & sincere person who wish to work as a driving force in a reputed & global oriented organization with suitable monetary returns and to secure a challenging position in a reputable organization to expand my learning, knowledge and skills.

EDUCATION QUALIFICATIONS

- Bachelors of Arts from Punjab University, Chandigarh(India)in 2009
- Senior Secondary (12th) from Haryana Board of Secondary Education(HBSE) (India) in 2006
- Secondary (10th) from Central Board of Secondary Education(CBSE)(India)in 2004

TECHNICAL QUALIFICATIONS

- Postgraduate Diploma in Computer Application (PGDCA) from Sikkim Manipal University(India) in 2011

SKILLS

- Typing Speed (English)-35-40 WPM

PERSONAL STRENGTHS

- Multitasking
- Confident and resourceful with a willingness to learn new concepts and apply them to yield optimum results
- Always wanted to do something different.
- Being a hard worker with a positive attitude.
- Self Confidence with positive approach
- Team Person
- Hardworking

WORK EXPERIENCE

May 2018- March 2024:- **M/s WAPCOS Ltd. Panchkula (Haryana) (India) (Government of India Undertaking Ministry of Jal Shakti) as Data Entry Operator**

- Data management in soft and hard as per standards.
- Coordination with the client for data updation.
- Preparation of daily progress & monthly progress report under AMRUT Project.
- Preparation of site visit report and coordination with the contractual agency and executive agency for the finalization of the Report under AMRUT. Project
- Made evaluation sheet for tender and upgraded the information by inputting new data and reviewed output after editing.
- Coordination with the whole AMRUT team regarding State Level Technical Committee (SLTC)/State High Power Steering Committee (SHPSC) meeting.

Jan 2013-July 2017:- Income Tax Department, Panchkula as Computer Operator

- Management and handling of data using Income Tax Department (ITD) software.
- Files records and copies of physical and digital documents

Oct 2010 - Sep 2011:- Haryana State Counseling Society, Panchkula as Data Entry Operator & Telecaller (Education Advisor)

- Enrolling students for courses offered by the Department.
- Handling Inbound and Outbound calls, follow up on Enquiry and database
- Understand student requirement and guide the student to the right program fitting his / her requirement
- Explaining eligibility criteria, admission procedures, course structure, course details

HOBBIES

- Listening Music
- Painting
- Travelling
- Cycling

PERSONAL PROFILE

Nationality	Indian
Date of Birth	20.12.1988
Marital Status	Single
Language Known	English, Hindi & Punjabi
Visa Status	UAE Visit Visa
Email Address	Ratna-406119@gulfjobseeker.com

REFERENCE

Mr. Anoop P Bhatia, HR Consultant, Arabian Job Seeker

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