

Sakshi Goswami
THDC Colony, Dehrakhas
Patel Nagar, Dehradun
Dist-Uttarakhand, India
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CAREER OBJECTIVE

I am a driven individual with excellent problem solving skills looking to obtain position in an organization . I have a proven capacity to learn quickly in a high-pressure and fast-paced working environments. I am passionate about gaining exposure to international corporations .My primary goal is to assist in achieving a result that will be financially successful for the company as well as assist in both my personal and professional growth. I am seeking full-time employment opportunities as soon as possible.

ACADEMIC BACKGROUND

Examination/Qualification	Institute/Board	Percentage	Year of Passing
Masters Hospital Administration	Combined (P.G) Institute of Medical Sciences & Research.	1 st year	Appearing
Bachelors of Arts	SHRI DEVSUMAN UNIVERSITY	48%	2019
Senior Secondary Arts	CBSE BOARD, Delhi	64%	2016
High School	CBSE BOARD, Delhi	62%	2014

WORK EXPERIENCE

1. HINDUSTAN ZINC LTD.

DEO

Feb 2018 ----- March 2019

Job Role:

- Gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients.
- Scanning through information to identify pertinent information.
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- Creating accurate spreadsheets.
- Entering and updating information into relevant databases.
- Ensuring data is backed up.
- Informing relevant parties regarding errors encountered.
- Storing hard copies of data in an organized manner to optimize retrieval.

- Handling additional duties from time to time.

COMPUTER PROFECIENCY

Software Skill : MS Office (Word, Excel, PowerPoint)

PERSONAL DETAILS

Date of Birth : 02/03/1999
Gender : Female
Nationality : Indian
Marital Status : Unmarried
Home Town : Dehradun
Permanent Address : THDC Colony, Dehrakhas, Patel Nagar Dehradun
Permanent Phone No. : +91 8006007596

DECLARATION

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Date

Place

Signature

Sakshi Goswami