

RESUME



Usha Bharti

Add:- U-14, 1st Floor, Tyagi Chowk,
Shakarpur, Laxmi Nagar-92
E-mail:- ushabharati7475@gmail.com
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Career Objective:-

I would like to work in an organization where my skills will get an opportunity to flourish. I always believe in the values of teamwork.

Summary:-

- Having 4 years exp. As a Account's, computer operator & managed various tasks of an organization efficiently.
- I have vast exp. & expertise in data or information entering seasonal with mailing.
- Proficiency with Microsoft Excel, Word, Power Point, Page Maker, Adobe Photoshop, Tally, Busy Saral Softwear etc...
- Have Experties in using serach engine tools & internet.
- Exp. Of good client interaction & to deal with their requirements.

Working Responsibilities:-

1. Prepared monthly reports & all substantial information as directed by manager.
2. Maintained courier dispatches & checked their bills.
3. Assisted in the efficient daily operations of the computer systems division.
4. Planned & carried out daily tasks as directed by management.
5. Generated day-to-day reports on operations & repairs, as required.
6. Checking inquiry (Handling).
7. Able to preparing bills in Tally/Busy/Saral software & MS Office . (Sale, Purchase, Journal Entries, GST Summary, Debit & Credit Note, payment receipt, Bank Statement, bank Reco. etc).
8. Prepare quotation & PO send to client.
9. Arranging Courier.
10. Making delivery challan.
11. Preparing bills & purchase orders.
12. RTI Filling & GST.
13. PF & ESIC Challan Prepared.

Academic Qualification:-

Qualification	College/University
Master of Art's	I'm currently studing from IGNOU. (H-Psychology)
Graduation	BRABU University Bihar-2022. (H-Psychology)
10+2	BSEB Board-2018.
High School	BSEB Board-2016.

Professional Experience:-

- I have also done ADCA. (Advance Diploma in Computer Application).
- I have also done KYP.

Technical Skills:-

Operating Systems	Windows X Windows Vista
Package	MS Office 2013/2016

Professional Experience:-

- 2 Year worked with JASTECH Infosystems Pvt. Ltd. As a Office Coordinater & Account's Department in West Patel Nagar New Delhi-08 (19-Jun-019-To-20-Dec-021)
- 1 Year worked with BRD Security Service Placement As a Accounts Admins in Administration Department in Laxmi Nagar New Delhi-92. (27-Jan-022-To-05-Mar-023)
- 1 Year worked in Ahuja Parts & People as a Account's & Operation Department in Karol Bagh Delhi-05 (25-Mar-023-To-06-Feb-024)

Hobbies:- Reading Book's & Novel's, Writing, Listing to Music, Cooking, Painting, Hockey.

Strength:- Enthusiasm, Trustworthiness, Creativity, Discipline, Patience, Respectfulness, Determination, Dedication, Versatility, Project Management, Focused, Honesty, Integrity, Continuous Learning, Self-control....etc.

Personal Information:-

- Name : Usha Bharti
- Date of Birth : 17-Sep-2000
- Father's Name : Mr. Vijay Sah
- Mother's Name : Ms. Shashi Kala Devi
- Gender : Female
- Nationality : Indian
- Marital Status : Single
- Language Known : Bhojpuri, Maithali, Hindi, English,

Deaclaration:-

"I hearby declared that all tha above information is correct to the best of my knowlwdge & Belief."

Date:.....

Place:- Laxmi Nagar-Delhi-92

(Usha Bharti)