

# Meenakshi Choudhary

E-mail: [meenakshichoudhary849@gmail.com](mailto:meenakshichoudhary849@gmail.com)

Mobile No: 07836048015

Address: H.NO- 5/447, Mohalla Maharam, Shahdara, DELHI 110032, India

---

## **EDUCATION**

- X<sup>th</sup> Standard from C.B.S.E Board with General Stream.
- XII<sup>th</sup> Standard from C.B.S.E Board with Science Stream.
- B.Sc. (IT) – Graduate in Bachelor of Science (Information Technology) from Kuvempu University.

## **PROFESSIONAL EXPERIENCE**

**UIDAI AADHAR Project**  
**Data Entry Operator**  
**One Year Experience**

### **Responsibilities:**

- Take all information from a person required for aadhar card.
- Fill all the information in aadhar software.
- Complete a paper work of a person for KYC Process.

**Syrex Info services Pvt Ltd.**  
**Tele Caller**  
**One Year Experience**

### **Responsibilities:**

- Collect the funds for NGOs through calling.
- Maintain Complete Data in software.
- Handle 90+ calls daily, with duties including signing up new customers, retrieving new customer data, present relevant information.

**KayaKalp Global Skin Clinic**  
**Tele Caller**  
**One Year Experience.**

### **Responsibilities:**

- Solve All The Problems Of Patient On Call.
- Provide All The Information Regarding The Treatment.
- Maintain All Patient Data In Excel Sheets.

**RITES Joint Venture India Railway**  
**DEO (Data Entry) & PA to GGM**  
**From Oct 2018 To Till Present.**

**Responsibilities:**

- Maintains database by entering new and updated customer and account information. Prepares source data for computer entry by compiling and sorting information. Establishes entry priorities. Processes customer and account source documents by reviewing data for deficiencies.
- Prepares source data for computer entry by compiling and sorting information.
- Maintain All Projects Data in Excel Sheets booking and arranging travel, transport and accommodation.
- Organizing events and conferences.
- Maintains data entry requirements by following data program techniques and procedures.
- Purges files to eliminate duplication of data.
- Typing, compiling and preparing reports, presentations and correspondence.

**EXPERTISE**

- Knowledge of MS Excel-Formulas ,Filters ,Pivot Table, Graphs
- Knowledge of MS Word
- Basic knowledge of using SQL.
- Knowledge of Internet.
- A knowledge of standard software packages and the ability to learn company-specific software if required.
- The ability to be proactive and take the initiative.
- Good oral and written communication skills.

**TECHNICAL SKILLS**

- **Operating Systems** : Windows 7, 8.1
- **Database Tools** : Basic Knowledge of SQL server.

**Declaration:**

**Hereby I declare that the information furnished above is true to the best of my knowledge.**

**(Meenakshi Choudhary)**