

CURRICULAM VITAE

SUNAINA BAJPAI

**Permanent Address:-**

Village & Post- Bijua Tahsil- Gokharan Nath
District- Lakhimpur Kheri
State-Uttar Pradesh Pin Code- 262901

Contact +91 6388515446**Email Id : sunainabajpai1234@gmail.com****CAREER OBJECTIVE:**

To join an organization where I can utilize my best technical skills, experience and learning ability to become an excellent professional who can contribute in the development of organization.

EDUCATIONAL QUALIFICATION:

STANDARD/CLASS	YEAR	INSTITUTION BOARD	TRADE
Graduation	2020	Kanpur University	(B.A)Sociology
Intermediate	2016	Up Board	Biology
High School	2014	Up Board	Science

PROFESSIONAL QUALIFICATION:

- Basic Programmer in Computer Course done from National institute of Electronic and information technology (NIELIT) Lakhimpur Kheri in 2019.
- English Speaking Course done from American Institute Lucknow in 2017

COMPUTER PROFIENCECY:

- Operating System- Window 10, Window 7, windows 8
- Microsoft Excel, Power point, Word
- ERP 11
- TALLY ERP 9

STRENGTH

- Honest and Smart Working
- Strong willingness to learn New Skills & abilities
- Good Communication Skill
- Positive Attitude and truthful
- Good listener

EXPERIENCE

- 6 month Experience in **JAP APPARELS PVT. LTD.** Company as **Admin Assistant**. **DATE 10-06-2019 To 08-11-2019**
- **SUPERMAC INDUSTRIES LTD** (IMT Manesar Haryana) as a Store assistant working Date 12-11-2019 To 25-05-2022
- Currently working with Katoosh interiors Pvt.Ltd company as a Hr executive & Admin date 01-06-2022 To till Date .

ROLE & RESPONSIBILITES (JAP APPARELS PVT. LTD. COMPANY)

- Learning Of new things and Skills
- Making Data Report of Production and report to HOD on daily basis.

ROLE & RESPONSIBILITES (SUPERMAC INDUSTRY LIMITED)

- Quality Control,
- Responsible of Material Entry in ERP
- Responsible of Production material from Production to dispatch
- Making E way Bill
- Job Work Challan,
- SRN.
- Dispatch planning
- Store inventory
- Maintain daily basis on Record
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ROLE & RESPONSIBILITES (KATOOSH INTRIORS PVT.LTD)

- Maintain daily basis on Record.
- Attendance Management
- Leave Management
- Manage Short leave & Overtime
- Full & Final
- Compliance
- Interview

PERSONAL PROFILE:

Name	➤ Sunaina Bajpai
Date of Birth	➤ 05/03/2000
Father's Name	➤ Mr. Sanjay Bajpai
Mother's Name	➤ Mrs. Reena Bajpai
Gender	➤ Female
Marital Status	➤ unmarried
Languages Known	➤ Hindi & English
Nationality	➤ Indian
Religion	➤ Hindu

Hobbies

- Playing Cricket, Badminton, Javelin Throw,
Listing of music, Travelling

Declaration: I hereby declare that the all the above provided information is correct and true to the best of my knowledge and belief.

Date:.....

Place:.....

(SUNAINA BAJPAI)