

# CURRICULUM VITAE

## JIGYASA ARORA

K- Bock H.no. 234, Sector-9,  
Vijay Nagar , Ghaziabad-201009  
Mob: 8178979557

[Jigyasaarora935@gmail.com](mailto:Jigyasaarora935@gmail.com)

---

## CAREER OBJECTIVE:-

To accomplish the goal of the organization by being a responsible, disciplined and loyal member while pursuing the goals of the organization in a challenging and competitive environment, where I can learn, experiment and apply my knowledge to develop leading edge solution.

---

## PROFESSIONAL BACKGROUND

---

- Presently working in **DIGITAL POINT SOLUTIONS PVT LTD.** From October 2021 to till date as a Coordinator.

### Responsibilities:-

- To prepare Invoices & E-way bills.
  - To Handle all Data work & Outlook mails.
  - To prepare quotations according to customer's requirement.
  - To handle all Sales, Purchase orders.
  - To Managing & Organizing logistics.
  - To provide on time engineers support at site to the customer's under AMC or under defeat liability period.
  - To maintain records of all Purchases & Sales.
  - To have the accurate GST Calculation.
  - To built detailed sheets in Excel & Word.
  - To arrange engineers for Installation & Training at customer's site.
- 
- Worked in Shishu Shiksha Kendra School for 1.4years as a PGT Teacher for Economics & Business Subjects
  - Worked in Leelawati Public School for 1 year as a PGT Teacher for Economics & Business Subjects

## **ACADEMIC QUALIFICATION:-**

- **Passed Masters in Commerce from Ignou with first division.**
- **Diploma in Commerce from CCS University**
- **Passed Bachelors in Commerce from Chaudhary Charan Singh University  
With first division**
- **Passed 12<sup>th</sup> from CBSE Board with 79%**
- **Passed 10<sup>th</sup> from CBSE Board with 74%**

## **Technical skills:-**

- Knowledge about Data handling.
- Worked on Microsoft Excel , Word & Powerpoint
- Advance Knowledge of Computer.

## **LINGUISTIC PROFICIENCY:-**

Hindi , English & Punjabi

## **PERSONAL SKILLS:-**

Comprehensive problem solving ability, ability to deal with people diplomatically, willingness to learn and team facilities.

## **PERSONAL PROFILE :-**

Father's Name	:	Mr. Devender Arora
Date of Birth	:	1 <sup>st</sup> October , 1998
Sex	:	Female
Marital Status	:	Unmarried
Nationality	:	Indian

Date: .....

Place: .....

**(Jigyasa Arora)**