

## SUMIT KHANNA

Main Street Any town, Delhi, 99999 Mobile: (999) 999-9999  
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### Objective

I wish to grow with a company that rewards hard work, dedication, people skills, ideas, organization, and loyalty. I am actively seeking a fresh opportunity to explore something that I truly love and to challenge my mind. I have 8 years of management experience, and I have spent 14 years in total with one of my most recent employers.

### Work History

#### 20\*\* - present, Temp. Office Clerk, ABC.

- Floater between Substitute and Application Processing and Benefits Departments.
- Organized Substitute Orientation Packets and Benefit Packets for new hires.
- Created color coded filing system for Application Processing Department.
- Answered phones, greeted students and parents; assisted them with information.
- Responsible for recording daily attendance of all students.
- Sorted mail and re-routed to appropriate staff members in-box.

#### 20\*\* -20\*\*, Executive Assistant and Office Manager, XYZ

- Screen company's VP, GM phone calls, mail and email.
- Examined journal vouchers, general ledgers, reconciliations, and numerous analyses.
- Generated monthly close of financial statements; prepared management reports concerning purchases, sales and inventory.
- Data entry of price list updates and daily sales invoicing.
- Company errands and Daily Bank deposits.
- Responsible for evening office close.

#### 20\*\* -20\*\*, Production and Office Clerk, BCD

- Performed general office clerk.
- Customer service, reception relief.

- Photo copy, scanning and fax.
- Mail room tasks, sorting and deliver.
- Office supplies inventory and organize
- Photocopier, scanner, fax and postage machine.
- Microsoft office software, access, outlook and internet.

## Skills

- Customer Service and Call Center
- Filing and Clerical
- Computer, MS Office, and Internet Skills
- Data Entry Human Resources
- Finances, Accounting, P&L
- AS400, Oracle
- Mail Room and Copy Center (photocopier maintenance)
- Laboratory Diagnostic Testing and Specimen Types

## Education

University of Delhi, India

Any Town High School Any Town, India

## Personal Detail

Date of Birth: 12 Sept 19\*\*.

Languages known: Hindi and English

Address: somewhere

Place: City name.