

# Trapti Dwivedi

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## Objective:-

Seeking a position where I can use my ability to develop new attractive policies for the employees for their better involvement with the process and the duties, generating a quality output for the organization.

## Education:-

- Master of Business Administration (HR & Finance) from Rama University, Kanpur Uttar Pradesh in 2021
- Bachelor of Science in Physics (B.Sc Physics) from Kanpur University, Uttar Pradesh in 2019
- 12<sup>TH</sup> from Durga Prasad Vidyaniketan (CBSE) 2015
- 10<sup>th</sup> from Radha Krishna International Public School (ICSE) 2013

## Experience:-

Worked with National Seeds Corporation (NSC), Kanpur, as Data Entry Operator (DEO) from Aug- 2018 to Aug-2019

Self employed at Dwivedi Finance Since 2021

## AREAS OF EXPOSURE:

- Accurately enter data from various sources into computer systems or databases.
- Ensure data accuracy and reliability.
- Compile, verify, and sort information to prepare source data for computer entry.
- Gather, organize, and authenticate data from various sources.
- Manage employee and in-house staff records.
- Draft letters and handle other office tasks when Lower Division Clerk is unavailable.
- Respond to requests for data from different teams.
- Perform data backups.
- Generate reports.
- Attend DEO meetings.
- Update and maintain existing data, ensuring accuracy and consistency.

- May be responsible for reviewing financial data and updating monetary data.

#### **Internship:--**

- Completed Summer training from July 2020 to September 2020 in Alyx Health United States on HubSpot and analytics related projects.

#### **Computer Literacy:--**

- Experience of working on MS - Excel, MS – PowerPoint, MS – Word with good typing skill.  
Successfully completed course of Tally ERP & CCC

#### **Skills:--**

- Process oriented problem-solving skill
- Excellent interpersonal and leadership skill
- Strong written and oral communication skills.
- Confidentiality.
- Quick learner
- Client Handling Skill
- Excellent typing speed and accuracy.
- Ability to work independently.

#### **Interest--**

Listening to music, travelling, exploring new places.

#### **Personal Details:--**

DOB	: 30 <sup>th</sup> March, 1998
Sex	: Female.
Father's Name	: Vinod Dwivedi
Marital status	: Single
Current Location	: Gurgaon, Haryana
Permanent Location	: Kanpur, UP

#### **Declarations:--**

I do hereby declare that all the above information is true according to my knowledge and belief.