

Dear Sir/Madam,

This is Sujata Varma. I am seeking a new opportunity and I have heard that you are in need of someone with strong office and computer skills, particularly in the MS Office Package. I believe I am well-suited for this position as I possess a good understanding of MS Word and advanced MS Excel, along with proficient typing skills. Additionally, I have knowledge in creating property bank loan reports. My responsibilities include managing client relationships, scheduling meetings, handling inquiries, proposals, presentations, conducting market research, tracking business metrics, networking, organizing events, managing the Management Information System (MIS) for collections, generating reports, distributing client invoices, and maintaining billing records. I am attaching my CV for your review. Thank you for considering my application.

Professional Skills :

1. A good command of Computer Operations i.e. MS. Office Package, Typing, Emailing, Making Presentations, and Excel Balance Sheets.
2. Having two years of experience in creating reports/searches relating to property banking loans, basically working for particular banks as their legal advisors.

If I am given a chance, I will not disappoint you in the coming days.

Expected salary as per company norms.

Thanking You, I remain, Sir/Madam,

Yours faithfully

Sujata Varma

Contact No. 8910241351

Encl. CV

<u>Curriculum Vitae</u>	
NAME	SUJATA VARMA
Father's Name :	SRI NIRMAL KUMAR VARMA
Postal Address :	P.O. – Salkia, Dist.- Howrah -711106
Contact Address :	8, Hari Mohan Mukherjee Lane, Salkia, Howrah, West Bengal
Date of Birth :	16 th March 1999
Place of Birth :	Howrah, West Bengal
Nationality :	Indian
Religion :	Hindusim
Language known :	Hindi, English and Bengali
Email Id :	sujatavarma14@gmail.com
Contact no :	8910241351
Education Qualification :	<ol style="list-style-type: none"> 1. Passed Madhyamik Examination from WBBSE in the year 2014 with 52% marks. 2. Passed Intermediate Examination from Jharkhand Academic Council in the year 2017. 3. Graduated with B.A. from M.T.U. Noida, in the year 2020.
Technical Qualification :	I have done Computer Application and Programming (CAP) and National Skill Development Corporation (Ministry of Skill Development and Entrepreneurship Govt. of India) , both Certifications from The George Telegraph Training Institute- Kolkata.
Professional Experience :	Worked with SANMARG PVT. LTD. (a Daily Hindi Newspaper) as an Associate Intern from April 8 th , 2021 to May 16 th , 2021, and after that I worked with a Law Firm Legal Globus as a Back Office Executive (Litigation & Non-Litigation) from October 2021 to September 2023 and Currently working as an Office Assistant in a Law firm namely PKS Legal Advocates and Associates since 2023 November.
Professional Skill :	<ol style="list-style-type: none"> 1. Proficient in M.S. Office Package i.e. Word, Excel, PowerPoint, etc., C++ Programming Language, JavaScript, HTML, Oracle, Internet, E-Mail, Web and Social Skills. 2. Having two years of experience in creating legal reports/searches relating to property banking loans, basically working for particular banks as their legal advisors.