

## Riya Rajput

8920222198

email: rrajput202221@gmail.com

### AREA OF EXPOSURE

- Sales
- MIS
- MS office
- Sales Coordination
- E commerce
- CRM

### CARRER PROGRESSION

#### Worked part time/contract jobs

##### JD:

- Sales and managing CRM
- Report to queries in person via telephone or email.
- Making Reports and managing data in Excel sheets.
- Maintain General Company record systems to uphold files.

### ACEDEMIA

Persuing Graduation: Delhi University |B.A|

Computer Proficiency: Microsoft Office | Internet |

Online Diploma: Human Resource| customer services

### PERSONAL DETAILS

Address : Near Dilshad Garden

Notice Period : Immediate Joining