

Contact

40,vinobha nagar, jaipur
9785608239 (Home)
shivaniathore90@yahoo.in

www.linkedin.com/in/shivani-rathore-b888597b (LinkedIn)

Top Skills

Management
Customer Service
Microsoft Office

Certifications

company secretary sip training
Accounting Foundations:
Bookkeeping
Agile Foundations
Business Analysis Foundations
Six Sigma Foundations

Shivani Rathore

looking for a change actively
Jaipur

Summary

Project management experience project leader give training to team and stake holders.

Experience in different finance domains which is customer service, procurement, Human resources management, account payable, collection.

skilled in oracle, scrum, agile concept, Microsoft Excel and PowerPoint presentation

Achieved many rewards and recognition

Experience

Kotak Mahindra Bank
Executive Assistant
June 2019 - Present (1 year 3 months)
Jaipur Area, India

LUXTURE SURFACE COATINGS PRIVATE LIMITED
Human resource executive
July 2017 - May 2018 (11 months)
Ajmer Area, India

Toshniwal Industries Pvt. Ltd.
Purchase Executive
May 2016 - June 2017 (1 year 2 months)
Ajmer, Rajasthan, India

Genpact
Process associate
January 2014 - December 2014 (1 year)
Jaipur

my responsibility include build good relation with clients.maintain daily reports of team mates .purchases goods and services as per requirement.
bank reconciliation process as well as procurement

I-TECH

customer care executive

January 2013 - July 2013 (7 months)

Jaipur

to handle the clients issues on engineering subjects

Education

Central University of Rajasthan, Jaipur

Master's degree, Business/Commerce, General

TILAK PUBLIC SENIOR SECONDARY SCHOOL

12 th, Business/Commerce, General · (2010 - 2011)

Tilak public school

Senior secondary school, Commerce · (2010 - 2010)