



RUCHI AGRAWAL

HUMAN RESOURCE PROFESSIONAL

EDUCATION

Post Graduate Diploma in Human Resource Management
Expected Certificate 2021

Master's Degree in Commerce

Bachelor's Degree in Commerce

EXPERIENCE

Human Resource Generalist

Responsible in managing the whole staff, managing the bridge between top management and employees and all the admin related work.

Back Office Executive

Coordinating with sales team for making and sending quotations, responsible for drafting the documents and policies.

Freelancer Event Manager

Responsible for hospitality department.

SKILLS

Communication
Presentation
Time Management
Organisational Skills
Leadership

CONTACT

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MITSDE Pune
2019 - Current

Gujarat University
2016 - 2018

MLSU, Udaipur
2013 - 2016

Raijin Solar Energy LLP
December 2018 - January 2019

Raijin Solar Energy LLP
May 2018 - December 2018