

## **RUCHI MISHRA**

### **Local address:**

**H.16,Ashok Vihar phase III Extension  
Gali No B-6**

**Gurgaon Haryana ,122001**

**Mob:- +918178741206**

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## **CAREER OBJECTIVE**

Passionate to work at a position that offers me the opportunity to plan, Manage, Communicate the project in an organization in terms of presenting the skills for being a successful professional.

## **ACADEMIC QUALIFICATIONS**

- 10<sup>TH</sup> From Shivaji Inter College Patel Nagar Allahabad U.P.
- 12<sup>TH</sup> From Shivaji Inter College Patel Nagar Allahabad U.P.
- Graduate Bachelor of Art from Lucknow University.
- Post Graduate from Savitri bai Pune University.
- Six Month Research Project On human Rights From Savitri bai Phule Pune University.

## **TECHNICAL QUALIFICATION**

- Computer basic Course.
- M.S Office .
- Cyber Security (Skill Development Course Offered by Pune University).

## **PROFESSIONAL EXPERIENCE**

- Worked with Policy Bazaar As CSA in 2022.
- Worked with Pranjali Project India Pvt Ltd. CRE from nov.2020 to 2021.
- Six Month Internship in Marketing in Sunrise Services(Ricoh).
- CRM at Fimo India Mfg Pvt. Ltd from 2018 to August 2019.
- worked with Metafab Engineer India Pvt Ltd As Executive.(BDM Team).
- **ERP**–ERP application based on Microsoft Dynamic Navision 2016 Version,
- **SAP Application**,
- Google-Sheets, Oracle Based ERP- Finsys (business Database).
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### ***Job Responsibility and other activities:-***

- Manage Inventory manually in Google sheet on quarterly basis.

- Proceed purchase order of customer as per their requirements.
- Manage Quotation as per customer's selected item from given item detail.
- Monthly and quarterly reporting of sales.
- IT support for the server and operating system of the organization as per the req.
- Co-ordination for the functional development in ERP as per the Requirement.

#### HOBBIES

- Reading books, listening music and Travelling.

#### STRENGTHS

- Professionalism, Integrity & Dedicated to work.
- Believe in team work.

#### PERSONALDETAILS

Date Of Birth: : 15/11/1995

Languages Known : Hindi, English.

Date:\_\_\_\_\_

Place:\_\_\_\_\_

**(RUCHI MISHRA)**