

CURRICULUM VITAE

Rumki Mondal.

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CAREER OBJECTIVE:

Maximize my experience in a challenging environment, guiding by example and utilizing vast experience in within the deadlines and thus achieving the corporate goals.

WORK EXPERIENCES:

- Working in **GA Solutions Private Limited (Crizac Ltd)** as a **University Relationship Manager** from May 2022 to Present.

Responsibilities:

- Maintain our presence in all institutions and will be in constant contact with internal teams to determine recruiting programs based on the company's hiring needs.
- Interact with university representatives and students to schedule events, interviews, and other outreach activities.
- Develop and enhance campus visibility in order to recruit and hire top emerging talent.
- Developing and implementing marketing strategies to grow the customer base.

2. Working in **Tinkharia Tea Pvt Ltd** as a **Purchase Executive** from October 2020 to April 2022.

Responsibilities:

- Negotiating with external vendors to secure advantageous terms.
- Discover profitable suppliers and initiate business and organization partnerships.
- Negotiating with external vendors to secure advantageous terms.
- Control spend and build a culture of long-term saving on procurement costs.

3. Worked in **Xpert Investigations Pvt Limited** as a **Back Office Executive** from November 2017 to September 2020.

Responsibilities:

- Performing basic admin duties including printing, sending emails, and ordering office supplies.
- Processing company receipts, invoices, and bills.
- Familiarity with market research techniques.
- Organize staff meetings and updating calendars.

4. Working in **Sma e Expert Pvt Ltd** as a **Back Office Executive** from August 2016 to October 2017.

Responsibilities:

- On daily basis, provide administrative support for all data entry using MS excel.
- Assist and coordinate with sales team.
- Assisting with staff and client upkeep and record keeping.
- To provide support and help to the management team.
- To be able to help the front-desk staff.

5.

EDUCATIONAL BACKGROUND:

Name of Examination	Year of Passing	Board/University	Percentage of Marks
Madhyamik	2006	WBBSE	76.13%
Higher Secondary	2008	WBCHSE	70.43%
B.SC	2011	CU	46.25%
M.SC	2013	VU	52%

PERSONAL INFORMATION:

Father's Name: Sri Balai Chandra Mondal
DOB: 20/08/1989.
Address: 8 Dharmatala Road Kolkata 700042.
Gender: Female
Nationality: Indian
Language Known: English, Hindi, Bengali.

DECLARATION:

I hereby declare that; all the above information is true to the best of my knowledge & Belief.

Date:

Signature

Place:

(Rumki Mondal)