

## **CURRICULUM VITAE**

**SUNITA RAWAT**

**+91-9716872672**

**E-mail: sunita.vividhta@gmail.com**

### **Personal Details**

**OBJECTIVE:** Work dedicatedly & honestly for the organization to achieve its goals by contributing knowledge and hard work in all possible ways with positive attitude in all sort of work.

**Name:** Sunita Rawat

**D.O.B** 28th January 1994

**Nationality:** Indian

**Marital Status:** Married

**Languages Known:** English, Hindi.

**Contact Address** Delhi

**Phone No:** +91-9716872672

### **Educational Background**

- B Com passed from Delhi University.
- 12<sup>th</sup> passed from CBSE Board.
- 10<sup>th</sup> Passed from CBSE Board.
- Certified Course of Accounts from GAAP education in year-2011

### **SKILLS**

- Interviewing Techniques
- Recruitment Straggles
- Full Cycle Recruiting
- Confidentiality
- Salary & Benefits Negotiation
- Talent Acquisition
- Online Resources
- Attendance Management

### **Technical Qualification**

Well versed with MS Office, MS excel, and Telly-9.0

## **Work Experience**

- One year experience Creative Financial Service as Office Coordinator
- Currently working in Vividhta Consulting as Hr Executive

## **Roles & Responsibilities :**

- **Handling all the work into MS Excel & updating the tracker on daily basis**
- **Have worked on Following Portal: Naukri, Times Jobs & Shine. Com**
- **Also using LinkedIn and indeed .**
- **Handling IT & Non IT recruitments**
- **Majorly handling the recruitments for: - Construction Companies (Real Estate Developers & Contractors), Manufacturing companies of Stationary Items & Silverware Equipments , Finance & Insurance Industry & Hotel Industry etc For IT Companies (Product based & Software Based) , Exporters, Dealer ,Distributors.**
- **Preparing the candidates for the Face to face round.**
- **Finding the relevant candidate as per the clients requirement.**
- **Preparing all the record of daily basis data.**

## **Key Skills**

- Ability in developing team work & co-ordination.
- Better performance under stress
- Positive thinking
- Hard working.
- Quick learner with an ability to grasp new updates.
- Confident

## **Strength**

Self motivated to perform well.

- Hard working with ability to manage change with a positive attitude.

- Strong interpersonal skills.
- Vision Plus knowledge.

### **Hobbies**

- Reading Books.
- Listening current News & affairs.

### **Declaration**

I hereby solemnly declare that all the information given above is true and correct to the best of my knowledge and belief.

**Date : .....**

**Place : Delhi**

**( Sunita Rawat)**