

SWATI ARYAN

22 J&K Extns,
Gali no. 3,
Near MCD Primary School,
Laxmi Nagar,
New Delhi.
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I aspire to use my knowledge for my company's welfare. I'm looking forward for career that would provide me opportunities to enhance the utilization of my skills. My intention is to work in an environment that includes teamwork and constant learning. I desire to take my career to the pinnacle of success by setting high standards of performance with perfection and achieving them as an objective.

WORK EXPERIENCE

Company Name : **Gurukul Management & Marketing Ltd.**

Designation : **HR Executive (2001 -2004)**

Roles and Responsibilities:

- Managing the day to day Operation of TBE Office.
- Organizing and maintaining files and records.
- Planning and scheduling the meetings and appointment, projects and also conducting researches.
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Company Name : **UTI Bank (Axis)**

Designation : **Back office Assistance (2004 -2006)**

Roles and Responsibilities:

- Updating the customers by giving info of their concern accounts.
- Addressing calls to resolve their problems.
- Send required info & checks to the accounts.
- Odder the goods to vendors and making the accountability for same.

Company Name : **Bharti Infotel. Airtel**

Designation : **Executive (2006 -2008)**

Roles and Responsibilities:

- To keep the info regarding the customers work and also to reach out their respective staff

Company Name : **Hotel Rahul Palace 3 star.**

Designation : **HR Executive (2008 -2009)**

Roles and Responsibilities:

- Meeting customer needs.
- Scheduling meetings, functions and other events.

Company Name : **Employees state Insurance Corporation (ESIC)**

Designation : **Lower Division Clerk (2009 -2013)**

Roles and Responsibilities:

- Letter drafting.

TECHNICAL SKILLS

Platforms/Software Used : MS Excel, MS Word, MS Power point
Environment : Windows 7/8/10/XP/Vista

ACADEMIAC

- Completed Graduation (BA) from Jamia Millia Islamia University from 1999 to 2001.
- 12th from Patarachary Vidyalya Timarpur in 1999.
- 10th from Patarachary Vidyalya Timarpur in 1997.

AREA OF INTEREST

- Marketing
- Banking
- Telecommunication
- Government Sector
- Hospitality

KEY SKILLS AND STRENGTHS

- Quick Learner.
- Good Communication and Interpersonal Skills.
- Good in Analytical Skills.
- Excellent Track Record in College.
- Focused and Punctual.
- Knowledgeable and Friendly.

PERSONAL DETAILS

Date of Birth (DD-MM-YYYY) : 01-08-1983
Father's Name : Late Mr Swami Raj Aryan
Mother's Name : Mrs. Kamlesh Aryan
Gender : Female
Nationality : Indian
Languages Known : Hindi and English
Hobbies : Listening Music and Travelling, Reading books.

DECLARATION:-

I hereby declare that all the information given by me is true & correct to the best of my knowledge and belief.

Date:

(SWATI ARYAN)

Place: