

SMRITI AWASTHI

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Career Objective:-

- To produce outstanding results for my firm and myself by applying professional skills and experience to the best of my ability and thereby ensure steady mutual growth.
- To work with enthusiasm to achieve goals and task assigned.
- To perform beyond any ones expectations with positive result.

Professional Summary:-

Educational professional accomplished in organizing teacher curricula, assisting with lessons and collaborating with other professionals to provide the highest level of education for each student.

Professional Skills:-

- Ability to adopt multinational and multicultural environment.
- Interested and has capacity to work on new project at national and international levels.

Educational Qualifications:-

- Passed **High School** from **U.P. Board** in Year **2009**
- Passed **Intermediat** from **U.P. Board** in Year **2011**
- Passed **B.Sc.** from **L.U.** in Year **2015**

Professional Qualification:-

Advance Diploma in **Computer** Application.

CCC from *NIELIT*.

O level from *NIELIT*.

A level from *NIELIT*.

Technology Summary :-

Software:

MS Office Suit (Access, Word, Excel, PowerPoint) , Oracle , Netbeans

Systems:

Unix, Linux, Windows, MS Dos

Experience:-

Computer operator, 8/2015 to 2/2017

Satyam transport PTV. Ltd.- Lucknow, UP

- Identified and corrected performance issues.
- Collected data around every transaction and turned it into tools that helped users.
- Oversaw the daily performance of computer systems.

CRM Executive, 07/2018 to present

Raksha Health Insurance TPA Pvt. Ltd. Lucknow, UP

- Establish and maintain effective working relationships with clients, government officials, and media representatives and use these relationships to develop new business opportunities.
- Identify main client groups and audiences, determine the best way to communicate publicity information to them, and develop and implement a communication plan.
- Develop and maintain the company's corporate image and identity, which includes the use of logos and signage.
- Formulate policies and procedures related to public information programs, working with public relations executives.

Personal Details:-

Name	: Smriti Awasthi
Date of Birth	: 29 Nov 1994
Gender	: Female
Marital Status	: Unmarried
Nationality	: Indian
Language Known	: English, Hindi

Thanking You

Yours Truly

Place: -

Date: -

(Smriti Awasthi)