

CURRICULUM VITAE

NAME : SHWETA - ARORA
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Objective

- A Challenging and Growth Oriented Carrier in a Dynamic and Growing Organization which offers the Professional Environment with Creative Freedom and Practical challenge wherein I can prove my Qualification and Skills and help to the Maximum Extent, in Promoting my Growth and Business of the Organization.

Educational and Technical Qualification

- Matriculate Passed from CBSE Board in 2006
- Intermediate Passed with Arts Stream from CBSE Board in 2008
- Graduate from Delhi University (N.C.W.E.B Hansraj College) in 2012
- Well versed in MS Office (MS-word, excel)
- Vast knowledge about internet surfing, mail merge etc.

Professional Qualification and Working Experience

➤ 1 Year Experience with AMPEL, Bhikaji Kama Place, New Delhi:-

Designation : Computer Operator

Company Description : Distributor of Electronic Components.

Roll : Maintaining official reports (invoices etc.) and co-ordinating with dealers (Telephonically/e-Mail).

➤ 3 Year Experience with Rana Motors (P) Ltd, New Delhi:-

Designation : EDP Executive / Customer Care Executive (True Value).

Company Description : Maruti Suzuki Authorized Dealer.

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Roll : Data entry (Evaluation, Insurance, Sale Entry & Exchange) in system and coordinating with MSIL team via e-Mail, preparation of sale files, handling all type of customer complaints, feedback calling , RC information, drafting letters, organizing customer meet on quarterly basis as well maintaining all customer records.

➤ **3Years Experience in Maulana Azad Institute of Dental Sciences, New Delhi:-**

Designation : Computer Operator.

Company Description : A Government Hospital/ Institute.

Roll : Data entry (applications invited for various posts), maintaining academic records of students (personal files, leave records, admission, identity cards etc.), handling recruitments (files for interview, attendance sheet, admit card, seating plan), taking dictation for drafting proposals related to institutions, letter typing and preparation of notes with correspondence with DHS (Delhi Health Services).

➤ **2.5 Years experience in IIE Semiconductors Pvt Ltd, Old Faridabad:-**

Designation : Sales Executive.

Company Description : Distributor of Electronic Components.

Roll : Generating Enquiries and creating Purchase Orders for the company via telecommunication & e-mail. Client Co-ordination and regular follow-ups with the Clients.

Strength

- Sincere, hardworking, sensible, innovative in nature, effective communication skill, good convincing power and well versed in Computer.

Personal Details

Husband's Name : Mr. Ankit Arora
Date of Birth : June 09th, 1990
Gender : Female
Nationality : Indian
Religion : Hindu
Marital Status : Married
Language Known : Hindi, English and Punjabi

Date:

Place:

(SHWETA ARORA)