

CURRICULUM VITAE

Rekha Vashisht

Mobile: 09899598977

Email: r.vashisht26@gmail.com

➤ **OBJECTIVE:-**

Seeking a Challenging and competitive career with immense opportunity which utilizes and develop my skills in construction and development industry. Willing to work as a key player in challenging and creative environment.

➤ **STRENGTH:-**

- *Keep learner, and a strong believer in teamwork and Integrity*
- *Excellent at stress management, time management and people management.*
- *Adaptable to change comfortably.*
- *Capable to lead Team .*
- *Management Qualities (to take Work from Team , Handle , Coordinate & lead Team ,Competition of Work on Time)*

➤ **JOB EXPERIENCE:-**

Company : Elixir Trading Pvt. Ltd.

Duration : 4 Year 6 Months

From : April 2014 – till now

Nature of Work: Office Coordinator

- *One Year Working Experience in a YATRA TRAVELLS as a Office Assistant (2012 to DEC 2014)*
- *3 Months Worked as Counselor in a Computer Institute “CIIA” at Budh Vihar at Contract basis.*

➤ **Job Responsibilities & Work Experience :-**



- *Managing the Office and Handling the clients in the absence of Boss.*
- *Co-ordinate with sales department ,Clients and Account Section*
- *Handling the Incoming Calls and providing the information regarding the Sales, Purchase cash etc.*
- *Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable within the pre-set parameters and responsible for accounting of rejections and reconciliation, etc.*
- *Data Entry*
- *Debtors & Creditors Reconciliation*
- *Keeping the Record of Office Expenses*
- *Book Keeping (Computerize)*
- *Handling Incoming and Outgoing calls*
- *Reply mails.*
- *Handling Vendors.*

➤ **Academic Qualification:-**

- *Graduation in Political Science (Hons.) From Delhi University in 2005*
- *One Year Computer Diploma From F-Tech in 2004*
- *12th passed from C.B.S.E. Board in 2002.*
- *10th passed from C.B.S.E. Board in 2000.*

➤ **PROFESSIONAL QUALIFICATION:-**

- *Application: MS-Office (Word, Excel, Etc.)*
- *Operating System : Window 2007/ XP*
- *Working knowledge of Internet*
- *Tally ERP 9(Basic)*

➤ **Extra Curriculum Activities & Interests :-**

- *Fashion Designing & Designer By Interest (Diploma Holder In Fashion Designing)*
- *Cooking (Expertise In Cooking)*

➤ **PERSONAL DETAILS :-**

Father Name : Late Mr. Trilok ChandVashisht
Date of birth : 26 June 1984
Marital Status : Un-married
Nationality : Indian
Address : D-22, Budh Vihar, Phase-II, Near Rohini Sector 23, New Delhi.
Languages known : English Hindi and Punjabi

➤ **DECLARATION**

I hereby declare that all above information made in this are true and correct to the best of my knowledge and belief.

(REKHA VASHISHT)

Date: