

## RESUME

**RAKHI CHAUDHARY**

**MOBILE No – +919650145013, +919873505045**

**E-mail id: - rakhi.panwar1992@gmail.com**



### **Career Objective**

To obtain a career position with a stable organization that would utilize my skills and experience to contribute to the success of the organization enhancing my professional and personal growth.

### **Academic Qualification:**

Post Graduate from CCS University in Year 2014.  
Passed Graduation from CCS University in Year 2012.  
Passed Intermediate from U.P. Board in Year 2006.  
Passed High School from U.P Board in Year 2004.

### **Technical Skills:**

Basic Knowledge of Computer operating.  
Internet Knowledge.

### **Professional Experience:**

First Employer's Name	:	SPN INFOSYSTEMS
Period	:	09 July 2012 to April 2014.
Profile	:	Office Executive,
Job Description	:	Manage office inventory, Answer phone call and provide requested, Maintaining Client files, Maintain Receive and Dispatch Register, Coordination with Management
Location	:	E-261, Amar Colony, Lajpat Nagar-IV, New Delhi-110024

Employer's Name	:	BIPS SYSTEMS LIMITED
Period	:	10 May 2016 to Till Now.
Profile	:	Tender /GeM Executive
Job Description	:	Searching Tender, Follow-up All Process (preparing, submitting and time to time follow),Working on GeM product upload, Biding, Participating RA, Generated Invoice on GeM.
Location	:	B-12, Sector-1, Noida, UP-201301

### **Language Known**

English  
Hindi

### **Key Strength**

---

Job Knowledge  
Positive Mindset  
Quick Learning ability

### **Personal Interests**

---

Team Leadership  
Travelling  
Learning new aspects of life  
Earning money

### **Personal Profile**

---

Husband Name	:	Mr. Amit Chaudhary
Date of Birth	:	08 Dec. 1988
Gender	:	Female
Marital Status	:	Married
Nationality	:	Indian

### **Permanent Address**

---

House Number	:	H/15,
Gali Number	:	Street-20, Jai Parkash Nagar, Purani Hansh Raj Dairy,
Ghonda, State	:	North East Delhi
Pin Code	:	110053

---

I hereby declare that the information furnished above is complete and true to the best of my knowledge.

Date: 13.01.2021  
Place: Noida

Rakhi Chaudhay