**CURRICULUM VITAE**

**RUCHI TIWARI**

**Mobile No.: +91 8600550467.**

**E-Mail: ruchit351997@gmail.com**

To secure a challenging position in a company leading to greater opportunities and responsibilities, in a reputed organization where I can work towards contribution for the benefit and growth of the organization and at the same time enhacing my personal growth.

**Career Objective**



* Being enthusiastic towards the subject to gain knowledge and showing the interest towards the work.
* what we are performing in our daily life, which paves a way to success automatically.
* Ability to be very calm & composed in every tensed scenario.
* A good analytical mind with willingness and ability to quickly learn new technologies.

* A stickler for quality, team builder to the core, a natural motivator with

Perseverance and integrity.



**EXPERINCE:-**

* **HR EXCUTIVE:-**
* **FLYING JET STREAM AVIATION**

**(from 2017 till now)**

**WORK DETAILS:-**

* + Recruitment.
  + Finding candidates from different online sources.
  + checking backgrounds of job candidates.
  + co-ordinating with candidates explaining them job information.
  + co-ordinating with clients for placements of candidates.
  + taking short interview.
    - hiring airline staff and crew.
    - maintaining records.
    - maintaining attendance.
    - maintaining salary records .

* **SALES EXCUTIVE**
  + **SENORITAZ JWELLERS**

**(2016-2017)**

**WORK PROFILE:-**

* Dealing with customers
* Showing them jewellery products
* Selling items
* Maintaining records
* Maintaining invoice slip.
* **BACK OFFICE EXCUTIVE**
* **LIFE AND INFRA SECURITY SERVICES PVT LTD**

**(2015-2016)**

**WORK PROFILE:-**

* + Maintaining attendance records
  + Making salary records
  + Giving placement according to candidates eligibility in security areas.
* **TELECALLER**
* **VODAFONE**

**(2015-2016)**

**WORK PROFILE:-**

* + attending calls
  + Providing information related to plans & offers
  + Convincing customers for taking plans
  + Solving grievance.
* **MARKETING**
* **CPM .ADVRTISEMENT PVT LTD**

**(2014-2015)**

* Teaching peoples about advertisement.
* Giving them product knowledge.
* Finding different platforms for advertisement .
* Product advertisement .
* Shop to shop advertisement.

**ACADEMIC QUALIFICATION:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | **Institution** | **Academic Year** | **University** | **Percentage of Marks** |
| (B.COM)  BACHELOR IN COMMERCE. | ABHINAV DEGREE COLLEGE | 2014-17 | MUMBAI UNIVERSITY. | **1ST CLASS** |
| Intermediate  (H.S.C) | VIDYA VARIDHI VIDYALAYA | 2012-14 | MAHARASTRA BOARD. | **62%** |
| SSC | VIDYA VARIDHI  VIDYALAYA | 2011-2012 | MAHARASTRA BOARD. | **80%** |

**Strength**



* Hard working and sincere at work.
* Willing to learn new techniques and new methodologies to get the work easier
* Willing not to give off the work in-between till it as achieved
* Self confidence
* Good Communication Skills
* Quick Learner
* Honest,hardworking,adoptable.

**PERSONAL PROFILE:**

|  |  |
| --- | --- |
| NAME | RUCHI TIWARI |
| Father's Name | RAJENDRA TIWARI |
| Date of Birth | 22-01-1997 |
| Marital Status | Single |
| CONTACT NUMBER | +918600550467/7875200571 |
| EMAIL:ID | ruchit351997@gmail.com |
| Permanent Address | Same as present. |
| Present Address | Room no:-02, om sai krupa chawl,santosh bhuvan ,nallasopara (east)  Mumbai  Pin code:- 401209. |
| Languages | Hindi, English, Marathi. |
| Country of origin | India |
| Hobbies | Reading books, learning new things,travelling |

**DECLARATION**

I hereby confirm that the information provided above is accurate and true to the best of my knowledge.

**Place**: mumbai,

**Date**:

[RUCHI TIWARI]