

## Neelam Rajawat

Neelamrajawat550@gmail.com

Phone: 7014836744

Admin And Customer Care Executive

With 4 Years of Experience.

### OBJECTIVE

To acquire and enhance management and leadership skills through continuous learning, and look out for new challenges that enables me to drive personal growth in a way that leads to my contribution in the growth of my organization, and help me acquire leadership role in corporate .

### EMPLOYMENT PROFILE

Company Name	Designation	Reporting Manager	Duration
Agarwal Toughened Glass India Pvt. Ltd.	Customer service Executive	Mr. Rajesh Verma	August 2016 to Present

#### Job Responsibilities

- Dealing with Customers and Clients for Orders
- Managing Credit Control
- Handled preparation of quotations, invoices, placing purchase orders & rate comparison
- Responsible in the overall day-to-day operation.
- Ensure that all matters therein regarding the agreement between contracting parties are duly recognized and strictly followed.
- Communicate with local personnel for regular information on current issues confronting the operation.

Company Name	Designation	Reporting Manager	Duration
Amita Associate & Placement Services	Back Office Executive	Vineet Bhargava	April 2015 To 2016 June

#### Profile:

Handle phone Calls.  
Processed replies to mails.  
Provided basic data entry support when required.  
Attendance and Leave Management Staff  
Welcome OF Customers.

### EDUCATION

- **Diploma in Business Management From ISBM Jaipur.(2017)**
- **MA (Master of Arts), English Lite. University of Rajasthan, Jaipur. (2016)**  
**Bachelor of Arts, University of Rajasthan, Jaipur.(2013)**
- **Senior Secondary, Rajasthan Board of Secondary Education, Mahatma Jyotiba Phule School Jaipur. (2010)**
- **Secondary, Rajasthan Board of Secondary Education, V.V S.S. School, Jaipur. (2008)**

### SUMMER INTERNSHIP

Event at **Volkswagen** Jaipur For Tele Calling.  
Event at **Chandra Toyota** Jaipur For Tele Calling.

## AREA OF INTEREST

Admin Department  
Customer Relationship Dept.  
Back Office Executive

## SKILLS

- Efficient in basic knowledge of computer
- Enthusiastic and fast learner
- Efficient at numeric and reasoning skills
- Goal oriented, focused, responsible and workaholic.  
Good listening and communication skills.

## ACHIEVMENT AT SCHOOL LEVEL

I was miss farewell in school.

Attended a theatre workshop conducted by Dainik Bhaskar.

Won awards in mehndi and rangoli making.

## PERSONAL VITAE

Name	:	Neel am Rajawat
Father's Name	:	Hari Narayan Singh Rajawat
Sex	:	Female
Date of Birth	:	06 November 1992.
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	English, Hindi and Rajasthani Languages.
Address	:	H.No. 19, Durga Vihar Near Transformer Sanganer, Jaipur (Raj.)- 302003

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