**RUCHI RAWAT**

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Contact No. 9958718353 [rrrickyy19@gmail.com](mailto:rrrickyy19@gmail.com)

**CAREER OBJECTIVE**

To work for an organization providing an environment for growth and learning where I can use skills towards the mutual benefits of the company.

**HIGHLIGHTS**

* Microsoft Office proficiency
* Schedule Management
* Professional and Mature

**PROFESSIONAL EXPERIENCE**

**Via Romanaa Fashions (I) Pvt. Ltd.**

**Role: Admin Executive**

**Duration: 29th June 2016 to November, 2017**

**Key Responsibility Area**

* Supervising and managing all day-to-day office administrative activities.
* Assets Management.
* Stationery Procurement and Management.
* Handling daily calls (inbound and outbound).
* Maintaining attendance register, courier register and other records
* Coordinating Meetings, Interviews, and Appointments.
* Supervising housekeeping staff.
* Coordinating and assisting HR.
* Follow up with candidates.
* Maintaining and updating recruitment files.
* Bill receiving, verifying and forwarding to Accounts team for payment process with approvals.
* Keeping record of bills, proper filing and maintaining proper reports.
* Keeping Petty cash records and claims from accounts team
* Maintain filing, Dispatching courier, keeping records.
* Vendor management & other activity given by management.
* Taking care of new joining like issuing ID cards, stationary etc.

**Lords Creative Infrasolution Pvt.Ltd.**

**Role: Admin Executive**

**Duration: February 2015 to November 2015**

**Key Responsibility Area**

* Responsible for all administrative activities like Stationary,
* Printing, Telephone/ Fax, Employee benefits, Vendor Management etc.
* Maintain office filing and storage systems.
* Manage the recruiting, hiring and training programme.
* Ensure office equipment is properly maintained and service.
* Maintaining and updating recruitment files.
* Maintain Attendance register & Leave records.
* Scheduling and Coordinating meetings, interviews, events and other similar activities.
* Regularly update & maintain communication with clients and associates.
* Maintain and manage client database with details of payments.

**Security Solutions Pvt. Ltd.**

**Role: Administrative Executive**

**Duration: November 2010 to November 2014**

**Key Responsibility Area**

* Maintain office filing and storage systems.
* Responsible for all administrative activities like Stationary,
* Printing, Telephone/ Fax, Employee benefits.
* Maintain Attendance register & Leave records.
* Coordinate with office activities.
* Manage and maintain executive’s schedules.
* Scheduling and Coordinating meetings, interviews, events and other similar activities.
* Ensure office equipment is properly maintained and service.
* Preparing monthly performance reports of sales executive’s.
* Prepare responses to correspondence containing routine inquiries.
* Open, sort, and distribute incoming correspondence, including faxes and email.

**EDUCATION**

MBA (HR) from Sikkim Manipal University.

Graduate from Delhi University.

Passed Senior Secondary Examination from C.B.S.E.

Passed Higher Secondary Examination from C.B.S.E.

Diploma in Stenography from I.T.I DELHI.

One year Course in Computer D-Cap from F-Tec DELHI.

English Typing Speed 45 w. p. m.

**ADDITIONAL INFORMATION**

1394, Laxmi Bai Nagar, New Delhi-110023.

Date of Birth : 19th April 1986

Father’s Name : Ram Singh Rawat

Language Proficiency :English, Hindi

Sex : Female

Marital Status : Married

Expected Salary : Negotiable

Hobbies & Interest : Listening Music

**Declaration:**

I hereby declare that all the above information given by me is correct to the best of my knowledge a belief.

Place: - New Delhi

**Date: -…../……/………….. (Ruchi Rawat)**