**CURRICULLUM-VITAE**

**HINA RAJWANI**

**Current Address** - Gulmohar Goldcoast

A2, 803 Kharadi, Pune

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**CAREER OBJECTIVE**

* To work in an organization with best of my ability to face and overcome challenges and to shoulder responsibilities along with the provided authority to fulfill them and ensure dynamic career growth with stress on organization success rate.

**PROFESSIONAL QUALIFICATION**

* GNIIT (Business System and Information Management (BSIM) track) from NIIT, Sanjay palace Agra.

**EDUCATIONAL QUALIFICATION**

* Pursuing PGDBM from Symbiosis Pune 2013 to 2016
* Graduated in a Commerce from DBRAU, Agra in 2012
* Intermediate from C.B.S.E Board in 2009.
* High School from C.B.S.E Board in 2007.

**PROFESSIONAL EXPERIENCE**

1. ONE year experience **in QUAL TOUCH BPO SOLUTIONS PVT. LTD AS FRONT DESK EXECUTIVE UNDER ADMINISTRATION**

**JOB RESPONSIBILITIES**

* Handling outgoing couriers and in coming couriers
* Handling Stationery
* Handling Medicines
* Attending Visitors
* Scheduling Interview
* Making Permanent and Temporary ID cards of Employees

1. ONE year experience in **PRO EDUCATION INSPIRING SUCCESS AS ADMIN- EXECUTIVE**

**JOB RESPONSIBILITIES**

* Vendor Management
* Documentation of Employees
* Assist Colleagues in day to day Activities
* Making monthly reports
* Customer Co-ordination with follow ups for different orders
* Handle Office Co-ordination
* Employment outlook and salary information
* Training and Supervising other support staff
* Manage and keeping the record of Inventory

**COMPUTER PROFFICIENCY**

* Well Versed with MICROSOFT OFFICE
* Knowledge of INTERNET JOB WORK
* Knowledge in SQL 2008 Version
* Knowledge in SAS Application

**SPECIALIZATION**

* MS-EXCEL, MS-WORD, MS-POWERPOINT and TALLY ERP.9

**ASSIGNMENT UNDERTAKEN**

* Presented ISAS on “VENDOR MANAGEMENT SYSTEM”
* Submitted Project work on “MAIKNG A DATAWAREHOUSE ON VENDOR MANAGEMENT SYSTEM”

**EXTRA-CURRICULAR ACTIVITIES**

* GOT first price in BADMINTON

**STRENGTHS**

* Punctuality
* Focused towards goal
* Team work
* Hard work

**HOBBIES**

* Badminton
* Cricket
* Internet surfing

**PERSONAL DETAILS**

* DATE OF BIRTH : 30TH OCT 1991
* FATHER’S NAME : Mr. Prakash Chand Rajwani
* GENDER : Female
* MARITAL STATUS : Single
* NATIONALITY : Indian
* RELIGION : Sindhi
* LANGUAGE KNOWN : Hindi ,English and Sindhi
* Preferred location : Pune

**DECLARATION**

* I here by declare that the information furnished above is true and complete to the best of the knowledge and brief.

**PLACE** : PUNE

**(HINA RAJWANI)**