**Lakshmi Budhiraja**

Mail id: **lakshmibudhiraja1@gmail.com**

Address: C – 237, 238 ,Jhilmil Colony

Delhi - 110095

India

Mob. No. : **(91) 7290964746**

**Objective:** "I can work independently using my own initiative or as part of a team."

**Education:** **BA (Result Awaited)**

University of Delhi

Obtaining the degree

[http://sol.du.ac.in](http://sol.du.ac.in/)/

**Senior Secondary School (SSC**)

[CBS](../../Downloads/cbse.nic.in)E

**Higher Secondary School (HSC)**

[CBS](../../Downloads/cbse.nic.in)E

**Skills:**

* Microsoft Office
* Expert in basic Computer
* Knowledge about Internet and web browsing
* Multitasking

**Professional Strength:**

* Innovative thinker and excellent leadership qualities
* Ability to work in team and as well as individual
* Good oral and written communication
* Quick learner, confident and punctual
* Ability to adapt in new environment

**Experience:**

**Wildnest**

**wildnest**.in

**Operation Executive (Trainee)** **Sep 2015 — Feb 2016**

*  Research work on different destinations. 
*  Prepare PPT Presentations for clientsManagemailfunctions.

Prepare Quotations on MS Word 

*  Prepared Overviews of hotels on MS Word 
*  Prepared Backend Data on Excel. 

**Raj Thermometers**

www.**rajthermometers**.com

Office Coordinator/ Sale Executive **March 2016 - August 2016**

* Performed general office duties and administrative tasks. 
* Prepared Content for Marketing Online ( SEO) and Prepared Quotations for clients. 
* Managed the internal and external mail functions 
* Provided telephone support & collect information. 
* Scheduled client appointments and maintained up-to-date confidential client files. 
* Prepared proformas for clients 

Worked on Busy software (billing software)

**24 e – Services Pvt. Ltd**

**24e-services.com**

**HR Executive**  **Sep 2016 (At Present)**

* Job posting on job portals and shortlisting the profiles as per requirement
* Responsible for taking the first round of interview
* Responsible for joining formalities
* Convey the Policies and rules to the employees
* Maintain the time record and Leave record of employees
* Track the daily attendance of the employees
* Present the employees performance report in front of manager
* Office staff coordination
* Client handling
* Writing blogs for website

**Personal Details**

**Name:** Lakshmi Budhiraja

**Father’s Name:** Lte. GulshanBudhiraja

**D.O.B:** 10th Feb, 1992

**Language Known:** Hindi, English & Punjabi

**Marital Status:** Single

**Leisure Pursuit:** Listening Songs

**Permanent address:** C – 237, 238 ,Jhilmil Colony

Delhi - 110095

India