**CURRICULUM VITAE**

**AISHWARYA DWIVEDI**

**Contact**: – +91-9161831058

**Email:**–dwivedi.aishwarya9919@gmail.com

**Career Objective:-**

**I have 2+ years of Experience in Accounting, Finance and Backend office job** . I like to work in a challenging and competitive environment so as to get an opportunity to learn new skills required for personal growth and to contribute in Organizations growth.

**Academic Qualifications**

* High School Passed from U.P. Board in 2011 with 75%.
* Intermediate Passed from U.P. Board in 2013with 85%.
* B.Sc Result Awaited (Ram Manohar Lohia Avadh University)

**Computer Proficiency & Certification :-**

* Hands on Experience on MS Word, Excel and PowerPoint
* DOEACC Certified on computer concept course (CCC) with “B” grade
* Operating System worked on are Windows XP, Windows 7 & 8

**Work Experience:-**

* **SMART CIRCLE GROUP, Lkw as OFFICE ASISTANCE (25th May 2014 to 10thMay 2015).**

**Key Responsibilities**

* Handling entire office tasks.
* Tracking and Reporting attendance , sales of marketing Executives to Manager.
* Client’s feedback registration**.**
* **MGS FORD, Lkw as Customer Relationship Executive.(11th May 2015 to 11th July 2015)**

**Key Responsibilities**

* Actively involved in Out-Bond Process (Tele-calling).
* Accounted for Clients car service scheduling and feedback.
* Registering Clients complaints (if any) and bringing them to a resolution.
* **Connoisseur Easy-homes Pvt. Ltd, Lkw as Assistant Sales Manager (5th Sept 2015 to 20th March 2016)**

**Key Responsibilities**

* Actively involved in Clients meetings and projects presentation.
* Retaining Clients so as to increase Organizations Revenue.
* Tracking and reporting attendance

* Involved in sales and marketing to give best performance for the company
* Allocating daily sales task among team members and Responsible for team target

**Personal Information:-**

Date of Birth : 10/01/1997

Father’s Name : Mr. Anil kumar dwivedi

Gender : female

Nationality : Indian

Language Known : Hindi, English

Marital Status : Unmarried

Hobbies : Visiting new place, making friends, reading book

Address **:** B-403, New Ashok Nagar New Delhi

**Declaration :-**

The above-mentioned information, provided by me is true to the best of my knowledge and belief.

Date :

Place :  **(Aishwarya dwivedi)**