**CURRICULUM VITAE**

**RUCHI BATRA**

**N-6,MALVIYA NAGAR**

**NEW-DELHI-110017**

**Mob: 8882518091**

**Email:** ruchi.batra07@yahoo.co.in

**Career Objective:**

To be an outstanding professional with a commitment of continuous learning & self-development and to contribute to the growth of the organization.

# **Academic Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***EXAM*** | ***NAME OF THEINSTITUTE*** | ***BOARD / UNIVERSITY*** | ***PERCENTAGE*** |
| B.Com | Deshbandhu College (2004-07) | Delhi University | 50% |
| 12TH std. | NGFS (2004) | C.B.S.E Board | 68 % |
| 10TH std. | NGFS (2002) | C.B.S.E Board | 57% |

**Work Experience:**

Worked with CNS Comnet Solutions in backend operationfrom September, 2009 till 11th July, 2011.

**Designation :** Process Associate

**Roles & Responsibilities in CNS Comnet Solution:**

1. Uploading cases on the local site as well as client site.

2. Downloading cases on the client site.

3. Extraction of the pages from the faxes in the PDF and TIF format.

4. Taking new joinees through the process.

Worked with **WNS Global Services** as a **Research Analyst (On a contract of 6 months) from April, 2014 to September, 2014.**

**Roles & Responsibilities in WNS Global Services:**

1. Online research
2. Quality check on the daily basis

**Worked with Aon Hewitt as a Team Member in a backend profile from December 11, 2014 till March,2015.**

**Job Role in Aon Hewitt:**

1.Data Entry in a client software according to Standard Operation Procedures

2.Working on few clients and checking medical leaves of US employees

3.Sending emails on outlook and lotus

**Training Details:**

Participated in the training course of CCA and Tally Version 7.2 from NIPSTEC 23rd January

to 23rd April 2007.

**Computer Skills:**

Application Software : MS Office, Internet Browsing

**Achievements:**

1 Participated in on the spot painting organized by the Life Insurance Corporation of India.

2 Participated in solo singing at Deshbandu College, Kalkaji.

3 Participated in Party organized by CNS Comnet Solution wherein became Miss CNS

Comnet and got a certificate by Director Sir for singing.

**Strength**

1. Ability to Grasp new things quickly and keen to learn more.
2. Ability to cope with new working environment.

**Personal Profile**

Father’s Name : Sh. Arjun Dass Batra

Date of Birth : 10-04-1986

Marital Status : Single

Languages Known : English, Hindi

Hobbies : Net Surfing, Reading, Singing

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

 Place: Delhi

Date: (Ruchi Batra)