***CURRICULUM VITAE***

ruchika bhanot

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| *Personal Profile :****-*** ***Father Name***: Mr. M.C Bhanot  ***Occupation :*** Govt. Employee  ***Mother Name***: Mrs. Sushma  ***Occupation*: Business women**  ***Date of birth***: 13 July 1989.  ***Gender :***  Female  ***Nationality :***  Indian  ***Languages known :*** Hindi, English,,Punjabi  ***Traits :*** Good listener, Result oriented, Performance driven, Good  Communication skill, Self  Monitored, Optimist.    ***E-mail :*** ruchikabhanot13@gmail.com  ***Contact No.:*** 7503421576  ***Present Address****:*WZ- 31/A  Sri Nagar Rani Bagh  Delhi;110034  ***Permanent Address:*** WZ- 31/A  Sri Nagar Rani Bagh  Delhi;110034 | CARRIER OBJECTIVE  To work in a vibrant environment as a part of a team, in a reputed organization where I can combine my innovative skills with knowledge of cutting edge technology and adding value to the business of the company served, simultaneously growing with it    EDUCATIONAL QUALIFICATIONS  **Exam Passing Year School/College Board/University**  1. Higher 2004 G.G.S CBSE. Board  Secondary  2. Intermediate 2006 G.G.S CBSE. Board  Secondary  3. B.Com 2009 D.U Delhi University  PROFESSIONAL QUALIFICATION   1. Basic knowledge of computer from N.I.I.T | |
| ***Strengths :*** Hard working,  TeamPlayer , Maximiser,  Result Oriented,  Performance Driven.  ***Personal Values :*** Courage, Honesty,  Integrity, Reliability, Trust  (as these determine how  you will face the world &  Relate with people.)  ***Computer skills*** *:* MS-Office, Internet  MS-DOS, Windows  95/98/ME/XP and ‘O’ &  ‘A’ level | | WORK **EXPERIENCE**  Worked with **PCTI Ltd** as a COUNSELOR for 13 month  **Responsibilities:**  **. Handling student queries**  **.Sought Out their problem regarding courses**  **.Public dealing**  **.Back Office work**  **.Telephonic queries**  **.Online leads**  **.Cash Management**  **.Data**  **Management**  **worked with IIPM for 6 Months as a career Development Manager.**  **worked with IMS for 13 months as a Academic Counselor** | |

Declaration: I hereby declare that all the information furnished by me is correct and true to the best of knowledge and any documents whenever required to prove the same will be oduced.

Date Signature