**SHIVANI RAWAT**

#1916 Sector 7C, CHD

Mob no. 9878006371

Email:- sonurawat.sr624@gmail.com

**OBJECTIVE**

To work in challenging environment that offer me opportunity to use my skills, innovate & learn continuous basis. I feel my strong points are a complete sense of honesty & integrity and belive in persistence & hard work.

**EDUCATION QUALIFICATION**

BCA from Panjab University 2018

**SKILLS**

1. Technical (Word, Excel, Zoho Online module, HTML)
2. Non-Technical – (Client interaction, Analytical Thinking)

**EMPLOYMENT HISTORY**

* **Currently working in Advance Tech India pvt ltd**
* **Veridic Technologies Pvt Ltd** as a **HR Admin** (From 18 July 2019 to 16th December 2020)
* Administrative manager at Hayr group of companies (Hayr Multibrand Car Service Pvt. Ltd & HAYR Technology LLP) - **22nd Oct 2018 to 30th march 2019.**

**COMPANY NAME** – Advance Tech India Pvt Ltd

**JOB PROFILE** – HR - Admin Manager

**ROLES & RESPONSIBILITIES**

* Maintain biometric data.
* Recruitment
* Joining & Exit formalities for employees.
* Filing
* Function arrangement
* Website handling.
* ID cards

Prepare regular expense report

**COMPANY NAME** – Veridic Technologies Pvt Ltd

**JOB PROFILE** – HR - Admin

**ROLES & RESPONSIBILITIES**

* Maintain biometric data.
* Maintain all connection (Jio, Vodafone, Airtel, Amazon, Paid portal)
* Joining & Exit formalities for employees.
* Filing
* Visa Filing
* Reimbursement handling
* ESIC Updation & new registeration.
* Onsite travel data maintain
* Schedule & Perform informatical SMS “online” via online portal
* Maintain Travel data.
* Maintain PF contribution sheet every month.
* Function arrangement
* Website handling.
* ID cards
* Prepare regular expense report

**COMPANY NAME: - Hayr technology LLP**

JOB PROFILE: - Administrative Manager

ROLES & RESPONSIBILITIES

* Report and Attendance of Team
* Stationary Maintenance
* File Handling
* Record Maintaining
* Office Management Organization & Maintaining integral data of employee or company

Maintain other department need and interconnect with each other

* Vender management
* Employees Joining and Relieving Documents
* Schedule & Perform informatical SMS “online” via online portal
* Asset Maintain
* Deduction Maintenance
* Helping HR to Recruiting
* Searching Candidates via Paid Portal
* Handling Online Zoho Sheet
* Maintaining Online Portal For Telecom Service( Jio Mobile, Toll free)
* Office Stock Maintain
* Week off Roaster

**STRENGTH**

* Patience
* Hardworking
* Honesty

**PERSONAL DETAILS**

Father Name: Sh. Ramesh Singh Rawat

D.O.B: 07-12-1997

Sex: Female

Martial Status: Single

Nationality: Indian

Language Known: Hindi, English & Punjabi

DATE:

PLACE:

**(SHIVANI RAWAT)**