CURRICULAM VITAE

**VANDANA RAWAT**

**G-II 20 A**

**RAJA PURI UTTAM NAGAR**

**STREET NO-30 NEW DELHI-110059**

**Email ID: rawat.vandana17@gmail.com Contact No. -8130360350**

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**CAREER OBJECTIVE:**

To work in an organization where I can put my hard work and strong determination towards the progress of the organization and take the organization and myself to greater heights.

**EDUCATIONAL QUALIFICATIONS: -**

1. Passed 10th from CBSE Board of DELHI in 2007.

2. Passed 10+2 from CBSE Board of DELHI in 2009

3. Passed B .A from DELHI University in 2014.

**PROFESSIONAL QUALIFICATIONS: -**

1. Did One year diploma in OFFICE MANAGEMENT with following subjects from YWCA of DELHI in the year 2012 with 86.6%.

SHORTHAND,TYPING, OFFICE PROCEDURES, PERSONALITY DEVELOPMENT, COMPUTER PROFICIENCY. Successfully completed the modules of the following operating systems

**Windows 7 window XP**

**Office packages MS Office( word, Excel, Power Point)**

**WORKING EXPERIENCE:-**

* Worked with M/s. Sagittarius, Publication House as an office executive from March 2013 to February 2014.
* Currently working with Indian Surgical Equipment Co. Pvt. Ltd. As a Secretary to MD or Director.

**JOB RESPONSIBILITY:**

TO CORDINATRE WITH CLIENTS REGARDING OUR BOOKS & OUR COURSE.

ATTENDING CALLS, FILING, DESPACTHING, E-MAILS, NET SURFING, LETTER DRAFTING.

* Working with G. B. Professional Associates Pvt. Ltd. as an Office Executive from MAR 2014 to SEP 2016.

**JOB RESPONSIBILITY**

**HR Operation**

To generate Insurance Number of New joining employees and provide insurance card to get medical benefit .

* To Prepare template for Uploading Monthly Contribution under EMPLOYEE STATE INSURANCE Act,1948 .
* To Generate Challan.
* To Take Monthly Contribution History for prepare form-6 and also take form-3A.
* Taking dictations, letter drafting, e-mails and other regular office procedure.
* Booking flight tickets.

**Personal details:-**

Father’s Name - Mr. RAVINDER SINGH RAWAT

Date of Birth - 17-Jan-1991

Languages Known - English & Hindi

Religion - Hindu

Gender - Female

Marital Status - Unmarried

Hobbies - Interactive with peoples/Listening Music

I hereby declare that the above information /details given by me are true/correct to the best of my knowledge and belief.

Date.........../............./..............

(VANDANA RAWAT)

Place: ...........................

Signature....................