

BHAWNA RAWAT

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CAREER GOAL

To achieve commendable position in the organization by delivering good performance and deriving excellent results.

WORK EXPERIENCE

- Worked as Project coordinator in "Nirman India Constructions Pvt. Ltd., Sainik Farm, New Delhi from Oct 2015 to Sep 2016.
- Worked as a Computer Operator in "Akar Advertising & Marketing Pvt. Ltd.", Defence Colony, New Delhi - 11001 from Jan 2010 - March 2015.
- Worked as a Cashier in "M/s Atelier Fashion Flash Pvt. Ltd.", Greater Kailash, Part - II, New Delhi, a retail fashion chain involved in Trading of high end fashion merchandise from Jan 2009 - Dec 2009.

KEY RESPONSIBLE AREA

- Managing and updating incoming and outgoing mails.
- Update and maintain databases such as mailing lists, contact lists and client information.
- Handling Phone Calls and Co-ordination with Staff & Publications.
- Proficiency in using MS-Office, Outlook and Internet.
- Data Entry in Excel & Software.
- Making Vouchers & Handling Petty Cash.
- Knowledge of Corel Draw.

PROFESSIONAL SKILLS

- CPC Certified from AAPC in 2022.
- Fundamental **Computer Course** from Tata Info Tech Centre, Y. W. C. A. of Delhi.
- English **Typing** Speed 40 wpm.

EDUCATION

- Bachelor of Commerce from Delhi University in 2005.
- Senior Secondary from C.B.S.E. Board in 2002.
- Matriculation from C.B.S.E. Board in 2000.

PERSONAL VITE

Date of Birth - 10th April, 1985
Husband Name - Mr. Mahipal Singh Rawat
Address - G -34, 3rd Floor, Krishna Garden, Govindpuram, Ghaziabad - 201301.
Nationality - Indian
Marital Status - Married
Languages - English & Hindi
Hobbies - Listening to Music and Travelling.

(BHAWNA RAWAT)**DATE:**