

RESUME

SRISTI RAWAT

MAHIPALPUR, NEW DELHI 110037

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CARRIER OBJECT

To seek a challenging job in an organization where professionalism and enthusiasm are recognized by fully utilizing my academic knowledge and communication skills.

ACADEMIC QUALIFICATIONS

10th Passed from CBSE Board

12th Passed from CBSE Board

Pursuing B.A (OMSP + POLITICAL SCIENCE) From Delhi University.

Completed Office Management course and also Secretary MEPSC course from YWCA of Delhi.

PROFESSIONAL QUALIFICATIONS

Basic knowledge of computer applications.

SKILLS

Quick learner

Hard working

Good Communication Skills

WORK EXPERIENCE

1. Ayz Courier and Cargo
 - 10 month experience working as an HR coordinator.
 - My work in this company was, calling to the candidate and provide job as according to there job preference and there job location.
2. Silaris Information Pvt. Ltd.
 - 3.5 months experience as an HR Recruiter.
 - My work in my present company is for the hiring of agent level and SOC.
 - Create leads by the help of portal:- Naukri, shine and Hirect.
 - Calling to the candidate and arrange/ schedule there interviews maintaining data on the daily basis.
 - Preparing LOF letters with the salary discussion.
 - Maintaining the PR level with the agents and clients for references and resolving the floor issues of the employees, having session with them regarding there queries.

- *Prepare EOD report on the daily basis and doing the documentation of the new joiners.*

PERSONAL DETAILS

Father's name - Vikram Singh Rawat

Mother's name- Meena Rawat

Date of birth - 12/12/2002

Nationality - Indian

Language known - Hindi and English

Gender - Female

Marital status – Unmarried

Religion- Hindu

Hobbies - watching movies, listening music, and singing

DECLARATION

I hereby declare that the above information is true to be the best of my knowledge.

Place - New Delhi

Date - 01/08/2022

(SRISTI RAWAT)



