**Curriculum Vitae**

Name : **SWATI TOMAR**

Add. : D-18,Rajnagar part 2 Palam,Delhi **110077**  
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Phone : **+91 8475817220, 6397329416**

To work in a challenging atmosphere where I could get an opportunity to learn and develop my technical skills.

* **TECHNICAL SKILLS**
* Basic knowledge of computer
* Tally Erp 9.0
* Ms word
* **WORKING EXPERIENCE**
* **Working with Caradoc Healthcare Company**

**HR Recruiter From 14 Feb. 2021 to till date.**

* Attending calls
* Schedule Interview
* Taking interview
* Solve queries
* Conducting Meeting
* End to End Recruitment
* Attendance Update
* Maintain Excel
* Handle allocation Part
* Schedule Call
* **EDUCATIONAL QUALIFICATIO**
* 10th Passed from UP Board 2014
* 12th Passed from UP Board 2016
* B-COM from CCSU Meerut 2019
* M.com from CCSU Meerut 2021
* **CAPABILITIES**
* Can successfully work in team as well as lead.
* Can face any challenge or situations that arise.
* Capable of learning new skills as and when required.
* **Skills**
* Computer proficiency.
* Excel
* Tally ERP 9
* Mail
* Typing
* Critical thinking and problem solving.
* Teamwork and collaboration.
* Professionalism and strong work ethic.
* Oral and written communications skills.
* Leadership.
* Positive attitude. Being calm and cheerful when things go wrong.
* Teamwork. ...
* Self-management. ...
* Willingness to learn. ...

**To work in a healthy, innovative & challenging environment extracting the best out of me, which is conductive to learn and grow at professional as well as personal level thereby directing my future endeavor’s as an asset to an organization.**

* **PERSONAL DETAILS**

Swati Tomar  
Date of Birth: 02nd Sept 1998

Gender: Female

Religion: Hindu

Marital status :Unmarried

Languages Known:  Basic English Hindi

Permanent add – Vill - Chhota Hasanpur Kaddim

Garh Road, Distt. Meerut- 250004

**Swati Tomar**