

RESUME

VAISHALI RAJPUT

Vill- Naya Bas, Sector-15

Noida(U.P)-201301

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Home Add- Noorpur, Distt-Bijnor (U.P)



Career Objective:

To work in an organization that will provide a forum for both professional and individual growth, challenging work environment that would help foster my managerial skills.

Academic Qualification:-

B.Tech

AKTU Lucknow

R.V.I.T College Distt-Bijnor (UttarPradesh)

Graduated, July 2016

Marks 72%

Divison-1

12th

U.P Board

S.V.M Inter College, Noorpur Distt-Bijnor(UttarPradesh).

Passed, July 2012

Marks 70%

Division-1

10th

U.P Board of Allahabad

GVP Girls Inter College, Noorpur Distt-Bijnor(UttarPradesh)

Passed, July 2010

Marks 65%

Divison-1

Experience:-

- Working as **Senior MIS Executive in Anant Beverage India Pvt Ltd, Sector-10, Noida**. I am Maintaining all reports (daily, weekly and yearly) in Excel and holds the responsibility for the Management of Employees, documentation, and Maintain all records on daily basis and also update social media sites of organization on daily basis.
- Currently I am working from home due to Covid-19. I am working in this organisation from 05th October 2019.
- Three years experience(15.09.2016 to 04.10.2019) in **PILO Shudh Pani Seva Foundation** known as(Abhyuday Automation Concepts and Technologies Pvt Ltd) situated at G-35, Sector-6 Noida.
- One year experience as **Assistant Manager -Human Resources Management**.
- Two years experience as **Assistant Manager-Operations Department**.

Training:-

- 6 months training of **Advanced Excel, HLOOKUP, VLOOKUP** from **Abhyuday Automation Concepts and Technologies Pvt Ltd.**
- Specialized in the field of Human Resource Management.
- Study of the organization with respect to its training and development.
- The methods to find an effective way of assessing the performance of the employees in the organization

Job Responsibility:

- Man power recruitment.
- Mail Drafting (DMRC, NDMC).
- Maintained all records related my position Ex: - Sale Details, Water Sale, and Leads Generations, Attendance, ESI, PF.
- To handle Man-power.
- Daily Attendance Management.
- To Solve the problems of operators and customers.
- Online Monitoring of data and operators.

Interpersonal skills:-

- Time management skills.
- Capable of using Microsoft Office Applications.
- Team player and adaptable to the learning environment.
- Dedication towards work.

Accomplishment:-

- **Vice president** of Socionity Club in our college.
- Member of Techno-Creates Club.
- Participated in Quiz Competition and programming.

Strength:

- Hard Worker
- Positive Attitude
- Data Management
- Team Leadership
- Time Management

Interest:-

- Understanding different people and cultures.
- Painting
- Surfing Internet
- Listening Music
- Travelling

Personal Details:-

NAME	VAISHALI RAJPUT
DATE OF BIRTH	12/12/1995
FATHER'S NAME	MR. SHIV KUMAR SINGH
MARITAL STATUS	UNMARRIED
GENDER	FEMALE
NATIONALITY	INDIAN
LANGUAGE	HINDI, ENGLISH

Declaration: I hereby declare that all information is true and correct to the best of my knowledge.

Place:-

Date:-

VAISHALI RAJPUT