

RASHMI

ABCODO MSM Unify

Admission Executive & Support

PROFILE

Looking further an extensive career in client relation and development, wherein working with clients to facilitate the process for the client and the organization.

CONTACT

PHONE:

+ 91 - 9780068083

LINKEDIN:

[linkedin.com/in/rashmi-baweja-676589a3](https://www.linkedin.com/in/rashmi-baweja-676589a3)

EMAIL:

ritu.baweja8@gmail.com

EDUCATION

Masters of Commerce , Panjab University

July 2013 – April 2015

Bachelor of Commerce, Panjab University

July 2009 – April 2013

Senior Secondary, P.S.E.B

April 2008 – March 2009

WORK EXPERIENCE

ABCODO MSM Unify

Admission Executive & Support

February 2021 – December 2021

Bharti Axa Life Insurance Co. Ltd.

Executive Channel Operations

March 2018– January 2019

AU Small Finance Bank Ltd.

Teller

September 2017 - February 2018

Passport Seva Kendra

Citizen Service Executive

February 2016 - September 2017

SKILLS

- ❖ MS Office
- ❖ Communication
- ❖ Sales
- ❖ Conflict Resolution
- ❖ Client Relationship

PERSONAL DETAILS

Name: Rashmi

Address: H.No. 201, St. No. 7, Sant Vihar, Churpur Road, Haibowal Kalan, Ludhiana (Punjab) 141001

Date of Birth: 15/08/1991

Marital Status: Married

Spouse Name: Sumit Kumar