**CURRICULAUM VITAE**

**TANUJA RAWAT**

**Permanent address:**

#624 SECOND FLOOR, NEW MATA GUJRI ENCLAVE,

MUNDI KHARAR ROAD, KHARAR, PUNJAB PIN 140301

MOBILE NO. 8360372881,8556841008

**CAREER OBJECTIVE**

Seeking Challenging growth-oriented career in the marketing with an endeavour to become an asset for the organization by gaining expertise in a marketing contributing for organization growth and as well to promise in business operations and having to growing marketing properly by devoting own self in that fields.

**.SUMMARY OF QUALIFICATION**

Passed 10th from Govt Model Sr. Secondary School (2007-08)

Passed 12th from Govt Model Sr. Secondary School (2009-10)

Passed B.A (ARTS) from Panjab University (2012-13)

PGDCA from CAL C Computer Education Mohali

**SKILLS**

Fluency in Punjabi, English & Hindi.

**CONDUCT**

Hard Worker, Confidence and Self Motivated.

**WORKING EXPERIENCE**

* Works at Jindal IVF Centre Chandigarh as Front Desk Executive from Aug 2024 to till date.
* Works at Future Pathways as an Executive admission backend from Feb 2022 to Aug 2024.
* Worked at Mapple Immigration as Front Desk executive from Dec 2019 to Sep 2021
* Worked as Front Desk Executive from Aug 2018 to Dec 2019 in Veteran Immigration Services.
* Two Year working experience in Punjab School Education Board Mohali as Clerical Staff in Accounts Branch in Pension Section from July 2013 to June 2015.

**PERSONAL PROFILE**

Father’s Name: Sh. Balbir Singh Rawat

Date of Birth: 11, April 1993

Nationality: Indian

Marital Status: Married

Hobbies: Listening of Music

Strength: Optimistic and Hardworking

Date: 15.03.2025

Place: Mohali