

CURRICULUM VITAE

REETU BISHT

ADDRESS: H.NO.-149,
STREET NO.-02, B-BLOCK,
AMRIT VIHAR, BURARI,
DELHI- 110084.

CONTACT NO.: 7503393224

E-MAIL: ritubisth201701@gmail.com

To seeking a challenging position as a lead computer operator where I can utilize my experience to help reach company goals and enhance my professional capabilities.

CORE QUALIFICATIONS ENHANCEMENT UNIVERSITY & INSTITUTION

- 10th Pass from CBSE (Central Board of Secondary education).
- 12th Pass from CBSE (Central Board of Secondary education).
- Graduated from "Delhi University" (Mata Sundari College of women).
- Post Graduated in "English Literature" from IGNOU.
- Bachelor in Education (B.Ed.) Guru Gobind Singh Indraprastha University (GGSIPU) from 'Pradeep Memorial Comprehensive College of Education' (2018-2020).

ACHIEVEMENTS

- Participate in college activities
- Short Content writing
- Leadership
- Critical thinking
- Active Listener
- Problem Solving

HOBBIES & INTEREST

- Books reading
- Article Writing
- Singing
- Exploring new things

OTHERS KNOWLEDGE/TECHNICAL

- Knowledge of Computer such are included: -
 - MS-Office
 - Advance Excel
 - Internet explorer and email
 - PowerPoint
- 1 year Diploma in Computer Application (DCA).

KEY SKILLS

- System Management
- Record keeping/ Inventory
- Multitasking

- Team oriented
- PPT presentation
- Time Management/ quick assessment
- Polite Communication
- Situation Handling/Organization/ Collaboration
- Interpersonal/ Disciplinary issues
- Eager to learn new things

WORK EXPERIENCES

- 1.5 year served as an HR Executive (Trainee) at 'FORCE FOX TECHNOLOGIES' in Sonapat (2015-2017).
 - Recruitment & Selection (Create hiring process & evaluate hiring process)
 - Onboarding (Provide support services for new employees)
 - Workplace Safety (Listen to employees complaints)
 - Compensation & Benefits
 - Employees records maintenance
 - Performance appraisals
 - Processing Payroll
 - Training and development
 - Tracking time & attendance
- 2 year served as a Process/Office Coordinator at 'STUTI UDYOG' in Sonapat (Haryana) Dec'2020-Dec'2022.
 - Monitoring the office Expenses/ Expenditures
 - Import & Export
 - Timely follow-ups with other departments
 - Records keeping, Inventory/ Books
 - Procurement data
 - E-mails Writing
 - Assisting in HR functions etc.
 - Budget management
 - Monitoring inventory
 - Maintain staff & Company calendars
- Currently working as an EA (EXECUTIVE ASSISTANT) & Organization's Manager.
 - Maximizing the efficiency of office operations
 - Creating agendas & gathering materials
 - Take meeting notes/ minutes during meeting
 - Organizes & schedule appointments
 - Calendar management
 - Procurement records
 - Records of Expenses/ Expenditures
 - Hiring & staffing (Recruiting)
 - Budget management & compiling expenses reports
 - Performance management (Evaluating employee performance, providing feedback & addressing performance issues)
 - Meeting coordination
 - Documents management (gathering, storing, retrieving, arranging)
 - Preparing important reports such as presentation & briefing papers
 - Organize meetings
 - Recruitment, Compensation & benefits, Training & development, employee relations & performance managements

ALLIED RESPONSIBILITIES UNDERTAKEN AT INTERNSHIP AND B.Ed

- Representative duties.
- Day-to-day management in during internship.
- Records of attendance and leaves.

STRENGTH

- Dedicated & determined to assigned work.
- Ability to work in a group.
- Ability of decision making.
- Active listener.

PERSONAL DATA

Father's Name: Devender Singh Bisht Mother's

Name: Ms. Hansi Devi

Date of Birth: 19/July/1998

Place of birth: Delhi Gender:

Female Nationality: Indian

Religion: Hindu

Marital status: Unmarried

Language Known: English and Hindi

Declaration: - I hereby declare that the above-mentioned information is true to best of my knowledge.

Date: _____

Sig. _____/REETU BISHT

DELHI