

ARCHANA

Sec-52, Near Ardee City Gate No-2, Gurgaon,122003

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CAREER OBJECTIVE

- To be associated with a progressive organization that gives scope for continuous learning and provides application of knowledge and skills that can be aligned to the latest trends, and be part of a team that dynamically works towards the growth of the organization and the self.

PROFESSIONAL SUMMARY

- EPF, ESI, Gratuity, Bonus, Salary Breakup, Employee Engagement.
- Employment Law (Factory Act, Shop & Establishment Act, Minimum Wage Act, Contract Act)
- HR Core (Industrial Relation, Grievance Handling, Reward & Benefits etc.)

SKILLS

- Communication.
- Ability to Work under Pressure.
- Problem Solving.
- Time Management.
- Self-motivation.
- Adaptability

WORKHISTORY

2015-11- 2017-08

Sales Executive

Tayal India Motors Pvt. Ltd., Faridabad, Haryana

- Handling enquiries over calls and showroom walk-in.
- Developed strategic relationships with existing customers while conducting cold and warm calls with prospects.
- Demonstration of Tata cars by explaining characteristics, capabilities and feature, provide test drives, explaining warranties and services.
- Convert enquiries into closed deals after negotiation and responsible for pre and post-delivery functions.
- Responsible for regular follow ups and maintaining daily performance.

2014-07 - 2015-09

Admissions Counsellor

Edu Rev India Pvt. Ltd., Faridabad, Haryana

- Handling Enquiries over Calls as well as walk-in.
- Explained to institution's fee structure, amenities, courses offered and facilities to prospective students and parents.
- Maintain accurate and complete student's records as required by the management.
- Met with parents to resolve conflicting educational priorities and issues.

- Perform Administrative duties such as collecting fee, monitoring absenteeism, conduct of classes, movement of students, etc.

EDUCATION

**2013-09 -
2016-07** **MBA: HR And Finance**
Lovely Professional University
Post Graduated in 1st Class with 68.85%.

**2010-08 -
2013-06** **BBA: Business Administration**
Maharishi Dayanad University – Rohtak
Graduated in 1st Class with 64.84%.

LANGUAGES

Hindi and English

CERTIFICATIONS

2019-08 HR Generalist
2013-12 Master Diploma in Computer Application & System Management.

INTERESTS

- Listening Music and Dancing
- Visiting New Places
- Surfing internet
- Socializing with People

TECHNICAL SKILLS

- Well Proficient in Internet.
- Ms Office, VLook-up, Hlook-up

COMPETENCIES

Good knowledge of subject, focused approach towards my career and the academic growth.

DECLARATION

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place:

Archana

Date: