

# **CURRICULUM VITAE**

AARTI RAWAT

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House no-142, Sector-2B,  
Vaishali, Ghaziabad,U.P

## **PERSONAL STATEMENT**

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A highly motivated and confident person, currently looking to resume my professional career after a period of absence. Excellent communication skills, proficiency in teaching as well as knowledge of Microsoft Office programs. I have been taking tuition classes from a long time which has really refreshed my skills and now i am fully committed to continue my career on a full-time basis in the education sector.

## **KEY SKILLS**

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- Knowledge of SSC (Staff Selection Commission) and BANK exam pattern and syllabus.
- Cleared Tier 1 and 2 of SSC CHSL.
- Cleared SSC CGL Tier-1, Tier 2 (result awaited).
- Knowledge of MS-Word, MS Excel, MS Power-point and Internet.
- Typing skills.
- Has Done Web Designing course which includes the knowledge of HTML, CSS, Flash, JQuery and Javascript.

## **EMPLOYMENT HISTORY**

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**Worked with Automobile Sterling (TATA MOTORS) as a CRM Executive.**

**(From 25Aug,10-Feb,13)**

### **WORK RESPONSIBILITIES:**

- AMC Punching through CRMDMS System.
- Loyalty Process Operating and Punching through System.
- GPS Process Operating and Punching Through System.

- Documentation and Filing of Related AMC, LOYALTY and GPS Process
- Calling to customers and handling Satisfaction Related Queries.
- Handling all types of queries related to Running Process.
- Customer calling for collection of Related Process cards.
- Extended Warranty Process Punching through System.
- Collection and Reporting of All Process queries and documentation.
- Daily, Weekly, and Monthly basis reporting to my seniors.

**Worked with Max Healthcare as a Patient Care Coordinator.  
(From 12 Feb,13 - Feb,15)**

**WORK RESPONSIBILITIES:**

- Coordinating with the patients and solving their queries.
- Doing the OPD billing and handling cash.
- Handling the Cash, Corporate and Preventive Health Check-up patients.
- Giving appointments to the patients.
- Helping the patients when searching for the particular specialty.
- Coordinating with the doctors for patients.
- Maintaining the in and out timing data of doctors.
- Supervising the working of the GDA's.
- Maintaining the data of various discounts provided.
- Providing total satisfaction to the patients and taking their feedback.

**CAREER BREAK**

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- Career break taken due to family problems as i was not able to continues with full time job but I continued my passion of teaching and with that started preparing for government jobs.

**EDUCATION**

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- B.Com from Delhi University.
- Passed Class 12 from CBSE board .
- Passed Class 10 from CBSE board .

**STRENGTH**

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- Positive Attitude
- Hard Working
- Enthusiastic
- Honest
- Punctual

- Loyal

## PERSONAL DETAILS

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- Father's Name : Mr. Surman Singh Rawat
- Date of Birth : 23 August, 1991
- Gender : Female
- Marital Status : Unmarried
- Nationality : Indian
- Languages Known : English, Hindi, Punjabi
- Religion : Hindu
- Interest : Listening to music, reading  
books and writing poems

## DECLARATION

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- I hereby declare that all the information provided by me is true to the best of my knowledge.

**DATE :**

**PLACE:**

**SIGNATURE:**