

CURRICULUM VITAE

Rashmi Rawat

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Dehradun, Uttarakhand-248001

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CAREER OBJECTIVE

A result oriented and motivational M. Com post-graduate looking for an opportunity in reputed organisation where I can upgrade my knowledge and skills in the field of accounting and finance and can get the opportunities to prove my abilities by accepting challenges, thus enhancing my personal and professional skills.

ACADEMIC QUALIFICATION

- 10th passed from C.B.S.E. Board in 2014
- 12th passed from C.B.S.E. Board in 2016
- B. Com passed from Sri Dev Suman University in 2019
- M.Com passed from Uttarakhand Open University in 2022

PROFESSIONAL QUALIFICATION

- Knowledge of MS Office
- English Typing 30 WPM
- Corel Draw and Photoshop

WORK EXPERIENCE

❖ Since July'26 2022 to Till Date Hindustan Insurance Brokers Ltd.- Operations Executive

- Ensuring the operations of the branch smoothly.
- Handling the queries of customers.
- Ensuring issue of policies and settlement of claim on time.
- Coordinating with Oriental Insurance for Claim Settlement.
- Preparing MPR (Monthly Progress Report) of branch.
- Working on excels and e-mails.

CORE STRENGTHS

- Management and Co-Ordination Skills
- Active Learning
- Time Management
- Self-Motivated

PERSONAL DETAILS

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|-------------------|--------------------|
| • Father's Name | Govind Singh Rawat |
| • Date Of Birth | 09-06-1998 |
| • Nationality | Indian |
| • Languages Known | Hindi and English |

DECLARATION

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