

CURRICULUMVITAE

NEERJA DHAWAN



Address:

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Near sai mandir

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APPLYING FOR THE POSTOF ADMIN,QC/OFFICE EXECUTIVE HR MERCHANTISER

Career Objective:

To obtain a reputed post in a well established organization that would enable me to maximize my knowledge and effectively utilize my past experience. To create integrated strategies to develop and expand the existing name of the organization through provide to me by it.

Work Experience:

- Fifteen years experiencein HomeFurnishing Items in Q.C., Admin & Merchandiser.

Working Experience

- Worked as *Quality Controller in Paliwal Exports*, from 1996 to 2002.
 - Mat, Runner, Throws, Bed Spreads, Pillow, Cushions, Curtain, Napkin etc.
- Worked in Q.C. *in Mahajan Overseas* from 1999 to 2004.
- Worked independently from 2005-06 as handling self own business of Home Furnishing Items with Guru Kirpa Enterprises that consisted a stitching unit of 35-40 labourers for the exporter of Panipat.
 - Mat, Runner, Bed Spreads, Pillow, Cushions, Curtain, Napkin etc.
- Worked as Stitching Incharge in Harisons Exports from 2007 to 2008.
- Worked in Sarla Handicrafts as Office Assistant from 2009 TO 2015.

JobProfile

- Greeting and assisting visitors and guests.
- HandlingTelephonic and Walk-in-enquiries.
- Have knowledge of EPBAX to handle the incoming and outgoing calls.

I would like to know that due to in stabilization of career in this field, I am planning to quit it and would like to go for a much stabilized job in a firm/ organization that would help me in molding an active career out of my skills and experiences.

- Presently working In AMAN EXPORTS as a Office Assistant from January 2016 to till date Noida .
 - Current salary 25000
 - Execepeted salary 25000-35000

AcademicQualification:

- Graduation from Kurukshetra University.

ComputerSkills:

- Basic knowledge of Computer.

Strengths:

- Good Communication and Interactive skills.
- Positive attitude & hardworking
- Dedicated towards my responsibilities

Hobbies:

- Making New Friends
- Listening to Music

Personal Details:

Husbands Name	:	Lt. Sh.Parmod Dhawan
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Widow
Language Known	:	Hindi, Punjabi & English
Address	:	H no: - I -41 sector -41 Noida