

RISHU AGRAHARI (SHAW)

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Objective:

Looking forward to resume professional timeline in **Post Sales, Back office Executive, Office Management, and Work from Home profiles** where my professional experience, personal experience and new learning helps organization to excel in its Objective & Goal

Summary:

Took a career break for family and kid
Rich **Teaching experience** in Junior Classes
Office and Office Executive (Sales) management experience Career counseling experience, HR Assisting, Post Sales

Work Experience:

- ✓ **Post Sales Executive – Feb 2022 – June 2024 at Srijan Realty Private Limited**
 - Handle the commercial project individually
 - Made Booking Letter & Agreement
 - Proper Filling of documents
 - Work on ERP software (Far vision – 4.5) – Receipt entries, TDS entries, Generate Tax Invoice, different kinds of report and so on
 - Coordinate with customer, sales team, legal team , construction team & others
 - Payment (demand) fallow up with client, manage post sales activities including customer fallow up ,issue resolution
 - Query generate on govt. site
 - Knowledge of registration.
 - Brokerage Bill
 - TPA & NOC
 - Providing regular construction updates to the client through phone call & email.
 - Different kind of MIS

- ✓ **HR Trainee at Srijan Realty Private Limited - August 2021 to January 2022**
 - Documentation Process
 - New Joining
 - Statutory Form Fill Up
 - Appointment Letter
 - MIS Report

- Induction
- House keeping
- Calling
- Increment Letter
- Mail And Message Drafting

- ✓ **Office Executive at Agrawal Auto Sales** (Distributor of Escort), Mirzapur, Uttar Pradesh
 - Jan-2007 to Jan-2010
 - Maintaining Sales Accounts
 - Managing RTO Data & Sale Tax

- ✓ **Career Counsellor at Achiever College of Communication**, Mirzapur, Uttar Pradesh
 - May-2006 to Oct-2006
 - Managing office as Admin & Admission Counsellor

- ✓ **Teacher at Tagore Memorial Convent School**, Mirzapur, Uttar Pradesh
 - July-2005 to Apr-2006
 - Teaching all subjects to junior classes

- ✓ **Teacher at Daffodils Public School**, Mirzapur, Uttar Pradesh
 - Feb-2003 to June- 2005
 - Teaching Nursery and K.G - All subjects

Academic

Credentials:

- ❖ **M. Com.** from V.B.S. Purvanchal University, Jaunpur (2006-2007)
- ❖ **B. Com.** from V.B.S. Purvanchal University, Jaunpur (2002-2005)
- ❖ **+2** from C.B.S.E. Board, New Delhi (2001-2002)
- ❖ **10th** from C.B.S.E. Board, New Delhi (1999-2000)

Additional Courses

- ❖ Working knowledge on M. S. Office
- ❖ Desktop Publishing Course from Unitech Computer Centre, Mirzapur
- ❖ Tally Course from Student Computer Centre, Mirzapur

Personal Traits:

- Flexible & learning oriented attitude
- Analytical thinking & problem-solving skills
- Ability to adopt and excel quickly with challenges
- Balanced combination of smart working and hard working
- Good Communications skills – Reading/Writing – Hindi & English
- A confident and effective communicator with good relationship building & interpersonal skills

Personal Details:

Date of Birth : 2nd Sept, 1985
Gender : Female
Marital Status : Married
Languages Known : English & Hindi
Address (Present) : WZ- 154/3, Third floor, Gali no.6,
Virendra nagar, Janakpuri , New Delhi - 110058

Declaration:

I hereby declare that above mention information is correct up to my knowledge and I bear the responsibility for correction of above-mentioned particulars.

PLACE: Delhi

(RISHU AGRHARI - SHAW)