

CURRICULUM VITAE

Deepa Rawat

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Career Objective

To be a successful professional in my field through hard work and dedication in an organization where professionalism and enthusiasm is recognized and rewarded, and to strive continuously towards the enhancement of my skills and professional experience.

Professional Experience

❖ St. John's Sr. Sec School, Roorkee

Duration: June 2022 to Oct 2023. Designation: T.G.T

❖ Maharana Pratap Intercollege, Roorkee

Duration: Nov 2021 to May 2022

Designation: P.G.T

❖ Indian Oil Corporation Dev Bhumi Gas Service,Roorkee.

Duration: January 2012 to June 2019.

Designation: Computer operator.

Professional Qualification

One year Advance Diploma in information technology (A.D.I.T) from U P Hill Electronics Corporation Limited, Dehradun in 2010.

Educational Qualification

- ❖ B.Ed from Hemvati Nandan Bahuguna Garhwal University in 2019 – 2021.
- ❖ M.A (English) from Hemvati Nandan Bahuguna Garhwal University in 2009 – 2011.
- ❖ B.A from Hemvati Nandan Bahuguna Garhwal University in 2006 – 2009.
- ❖ 12th passed from U.K Board in 2006.
- ❖ 10th passed from U.K Board in 2004.

Job Responsibility

Data Entry

- Input and update customer information into the computer system.
- Record sales transactions, including fuel sales, merchandise, and services provided.
- Enter data accurately and promptly to maintain up-to-date records.

Invoice Generation

- Generate invoices for fuel sales, keeping track of quantities, prices, and applicable taxes.
- Ensure that all financial transactions are accurately documented and recorded.

Inventory Management

- Maintain inventory records for fuel, oil, and other merchandise in stock.
- Monitor stock levels and generate reports to facilitate reordering when necessary.

Payment Processing

- Process customer payments, including cash, credit cards, and other payment methods.
- Reconcile daily sales and payments to ensure accuracy.

Customer Service

- Provide excellent customer service by answering inquiries and resolving issues related to billing or transactions.
- Assist customers with loyalty programs, discounts, or special promotions.

Record Keeping

- Maintain organized and secure records of all transactions, invoices, and customer details.
- Facilitate easy retrieval of information for audits or inquiries

Personal Details

- ❖ Father's Name: Late. C.S Rawat
- ❖ Date of Birth: 07 July 1988
- ❖ Gender: Female
- ❖ Nationality: Indian
- ❖ Religion: Hindu
- ❖ Marital Status: Married
- ❖ Language Known: English, Hindi
- ❖ Hobbies: Painting & Reading.
- ❖ Permanent Address: 860 block B, Shivkunj Sant Nagar Burari

Declaration:

I hereby certify that all the information provided here is correct to the best of my knowledge and belief, and I promise to abide by all the norms laid down by your esteemed organization.

Place:

Date:

Deepa Rawat