**RESUME**

#### SURUCHI JHAWAR

#### Ranisati Residency, Murlipura

#### Shiv Nagar, Jaipur- 302039.

#### Mobile: +917976723508

#### Email: suru.shanti14@gmail.com

**Career Objective:**

To grow in a progressive organization, as a manager, where the blend of my experience and enhanced professional skills can help in achieving the goals of the company. I would like to exploit my potential and sense of obligation for the benefit of the organization.

**Work Experience:**

1. **Janhit Lok Manch**

**From 2nd October 2018 to 23rd Nov 2020**

* Counseling of Govt projects & private projects
* Handling accounting work such as processing of bills.
* Monitoring overall functioning of processes ensuring compliance to the agreed SLA levels.
* Conducting Meeting with Associate and do root cause analysis to identify training needs and arrange refresher training accordingly.
* Creating Work Instructions’ for making process flow more easily
* Chase Invoice approver via mail and calls to get Invoices approved and paid on time.
* Maintaining workflow report as well as giving daily allocation to team member.

**Education:**

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| Course/Degree | Name of the College / Board | Year of passing | Total Marks (%) |
|  **MBA** | **Jaipur national University, Rajasthan.**  | **2018-20** | **(68.27%)** |
| **B.Com** | **Rajasthan University, Jaipur.** | **2015-18** | **(72.28%)** |
| **12th** | **GDSSS, Gurugram.** | **2014-15** |  **(71.6%)** |

**Additional Skills:**

* Excellent professional, technical, analytical and communications skills.
* Proficiency in using MS-Office, Windows.
* Functional knowledge of accounting and ERP package such as Tally.

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| **Personal Details:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Date of Birth**:  | 18th July 1998 |  |  |  |  |  |
| **Marital Status:**  | Unmarried |  |  |  |  |  |
| **Nationality:**  | Indian |  |  |  |  |  |  |
| **Languages:**  | English, Hindi and Marwari. |  |  |  |  |
| **Current Address:**  | Ranisati Residency, Murlipura, Shiv Nagar  |
|  | Jaipur - 302039 |  |  |  |  |
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| **Declaration:*** I hereby declare that all statements made herein are true to the best of my knowledge and belief.
* Place : Jaipur
* Date : 05.02.2021

 **Suruchi Jhawar** |  |  |  |
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