**RESUME**

#### SURUCHI JHAWAR

#### Ranisati Residency, Murlipura

#### Shiv Nagar, Jaipur- 302039.

#### Mobile: +917976723508

#### Email: [suru.shanti14@gmail.com](mailto: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:**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **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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