



# RITIKA RANA

## OBJECTIVE

I want to utilize my skill and potential to achieve the challenging Position in the field of my working arena Industry and fulfilling organisation goals. I want to learn new things related to expectations of my work place.

## WORK EXPERIENCE

### Executive Office Of Member Relations

WIC (World Integrity Centre) | December 2021 - Present

- Data entry and maintenance, including updating member contact information.
- Maintain program tracking and reporting to member.
- Attend to members complaints and resolve issues promptly.
- Addressing the New Membership queries and property tour.

### Real Estate Associate

S&N LifestylInfraventures | March 2021- November | 2021

- Answering and making phone call, resolving queries, doubts related the project work.
- The Patience and skill to interact with various clients at different level of speech communication.
- Gathering documents client info, payment ways, purchases and update feedback information in the database abounds the conversation.
- Ask question to understand Client requirement and close sales as per the need of the purchaser.

### Secretary To The Managing Director

ASB Money Management Services | February 2020 - February | 2021

- Answering clients questions about purpose and details of financial plans strategies.
- Buying and selling of securities on behalf of the company
- Contact client periodically to determine any changes in financial status.
- Handling back office staff and assistant for the management.
- logging or processing bills and expenses.
- Drafting letter and document, making PowerPoint presentation.
- Greeting's clients and guest.
- Manage clients portfolios, keeping clients plans up-to-date.
- Recommend financial products, such as mutual funds, insurance, stocks or bond.

### Secretary To The President

WIC (World Integrity Centre)| August 2019 - February | 2020

- Answering calls, taking messages and handling correspondence.
- Maintaining diaries and arranging appointments.
- Prioritizing workloads.
- Make travel arrangement.
- To deal with arrangements for visiting members/guest.
- To ensure that all members are kept informed dates, times and venues for meeting.

I HEREBY DECLARE THAT THE INFORMATION PROVIDED BY ME IS TRUE TO THE BEST OF MY KNOWLEDGE

## CONTACT

INFORMATION:-  
7302774067



Permanent Address:-  
Badrish Vihar,  
Miyanwala, Dehradun



ritika.rana139@gmail.  
com

## PERSONAL DATA

Date of birth:- 13/04/1999

Nationality:- Indian

Marital Status:- Unmarried

Languages:- English, Hindi

Hobbies:- Cooking, Dancing

## ACADEMIC QUALIFICATION

High School from C.B.S.E  
board in 2014

Inter- mediate from C.B.S.E  
board in 2016

Graduation in Economics Hon.  
in 2019

## CERTIFICATIONS

Certified in "NISM- Mutual Fund  
Distributors certification  
examination" as required under  
the SEBI