

**Rinki Sethi Jain**

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**CAREER OBJECTIVE**

To work in a challenging and creative environment while contributing the best to the growth of the organization.

 **QUALIFICATIONS**

1. Bachelor of Arts from Delhi University in 2011
2. Higher Secondary from C.B.S.E Board in 2007
3. Metric from NIOS in 2005

**WORK EXPERIENCE**

1. Working with Inphynyt Accumulators India P.Ltd for March 2015 to till date
2. Worked with Rajasthan’s Group (Real Estate) for 1 year
3. Worked with Mega Cabs **(CCE)** for 10 Months
4. Worked with Hotel Nagpal Palace for approximate 2 years

**Inphynyt batteries – Mar 2015 to Till Date**

* To look after the management
* Training for policy and procedure of the company
* Campus selection duties
* To maintain the relation with other firms
* Attendance
* All back end work
* Keep all records
* Co-ordination with vendors
* Travel coordination
* End to end recruitments
* Selection and Joining formalities
* Handling Petty Cash

**RAJASTHANS GROUP – May 2014 to Feb 2015**

* Handling Reception as well as worked as a Receptionist cum Admin
* Handling Incoming Calls.
* Maintain Salary tracker of all the employees.

**Mega Cabs Ltd-April 2014- September 2013**

* **Dispatching Cabs**

**HOTEL NAGPAL PALACE (East Patel Nagar) – July 2011 to May 2013**

* Handling Reception as well as worked as a General Manager
* Handling Incoming Calls.
* Maintain Salary tracker of all the employees.
* Check mails and revert accordingly as soon as possible.
* Understand and resolve the queries related to the bookings.

###### **HOBIES**:

1. Listening Music
2. Singing

###### **PERSONAL DETAILS**:

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| Date of Birth :  |   | 26th March 1989 |
| Husband’s Name :  |  | Nitin Jain |
| Nationality :  |  | Indian |
| Marital Status : |  | Married |
| Languages Known  |  | English, Hindi, and Punjabi |