**RITU BHOMIA** phone - 07678130054

H.No. 45, First Floor email - ritu.purple.bhomia@gmail.com

Surya Nagar Phase 1

Sector 91 , Faridabad.

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Career Objective:

Achieving Growth through Challenges by taking up responsibilities in a professional environment whereby I can enhance my skills and knowledge in conjunction with the organizational goals and objectives.

Professional Experience

1. Worked with India Info line as a Sales Manager handling team of 10 people doing Life Insurance in Domestic Market, from Nov2007 to Oct 2008.
2. Worked with Spanco BPO now days known as Spectrum in Gurgoan Udyog Vihar Phase1 as a Customer Service Associate in Punjab National Bank Process from Aug 2006 to Oct 2007.
3. Worked in Greenfields Public School, Shalimar Garden, as a Nursery Teacher from Apr 2003 to Mar2004.

**Strengths:**

* Work as a team member.
* Work towards objectives and meet deadlines.
* Willingness to accept new challenges.

**Professional Qualification:**

* Post Graduate Diploma in Human Resource management from Symbiosis centre for Distance Learning 2011.
* Diploma in Advanced Financial Accounts from Lal Bahadur Shastri Training Institute 2005.

**Academic Record:**

* Bcom Pass from Delhi university in 2003
* Nursery Teacher Training Course from Lal Bahadur Shastri Training Institute in 2003.
* Diploma in Advanced Financial Accounts from Lal Bahadur Shastri Training Institute in 2005.

**Computer Proficiency:**

* MS- word, MS-office, Excel
* Internet

**Personal Profile:**

D.O.B : 06/12/1982

 Father’s Name : Late Sh.Shiv Onkar Bhomia

 Nationality : Indian

 Marital Status : Married

 Language Known : English & Hindi

Provided a chance to work for your esteemed organisation, I will prove to be an asset to the company using my skills and experience to the full potential, in carrying out my roles and responsibilities.

Ritu Bhomia