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**RACHAITA**

***Email*:** ***rachaita.381380@2freemail.com***

**CAREER OBJECTIVE**

* **Strong Interpersonal and communication skills.**
* **Problem analysis and problem solving.**
* **Organizational skills and customer orientation.**
* **Adaptality and ability to work under pressure.**

**WORK EXPERIENCE**

* **Worked as an Office Assistant in Gangtok Water Supply &Sanitation Project.**

**(2003-2005)**

* **Worked as Sales Associate at Reliance Trends.**

**(2006-2009)**

* **Worked as an Office Assistant/Customer Service**

**(2010-2018)**

**CERTIFICATIONS**

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* **APTECH COMPUTER EDUCATION-(BASICS IN MS WORD/EXCEL/MICROSOFT POWERPOINT)**

**(2005-SIX MONTHS COURSE)**

* **OUTSTANDING EMPLOYER OF THE YEAR-2004**

**(Being the Youngest employer as Office Assistant/hard working/punctual/regularity in job)**

**EDUCATIONAL BACKGROUND**

* **NAMCHI GIRLS SENIOR SECONDARY SCHOOL-10THBOARD-CBSE-(2003)**
* **NATIONAL INSTITUTE OF OPEN SCHOOLING-12thBOARD-NIOS-(2005)**
* **INDIRA GANDHI NATIONAL OPEN UNIVERSITY-B.A DEGREE-CENTRAL UNIVERSITY-(2007-2010)**

MY STRENGTHS

* TEAM WORK
* ADAPTABLE/LEADERSHIP QUALITY
* STRONG WORK ETHIC
* ORGANISE/PLAN AND PRIORITIZE WORK
* **Delivering Official letters to Govt. Offices for upcoming Events/Meetings**
* **Booking of Hotels/Guest Houses, Payments of Bills(Electricity/Hotels/Internet Connections/Flights)**
* **OFFICE ASSISTANT (2003 -2005)**

PERSONAL INFORMATION

Date of birth : 06/06/1985

Sex : Female

Marital Status : Married

Nationality : Indian

Linguistic Proficiency : English, Hindi, Nepali, Bengali

DECLARATION:

I do hereby declare that the above information are true and correct to the best of my knowledge.