

# Rumani Malhotra

anjanimalhotra27@gmail.com | 7011154199

## EDUCATION

### DELHI UNIVERSITY

B.A. Program  
2016-2019 |  
Delhi Aggregate:  
65

### BRITISH COUNCIL

Diploma in English Speaking  
2019-2019 | Delhi

### Y.M.C.A. UNIVERSITY

Diploma In Tour And  
Travelling  
2016-2018 | Delhi

### RAVINDRA PUBLIC SCHOOL

Senior Secondary  
2015-2016 |  
Delhi Aggregate:  
68

### RAVINDRA PUBLIC SCHOOL

Higher Secondary  
2013-2014 |  
Delhi CGPA: 6.0

## SKILLS

### SOFTWARES

• Microsoft Excel • Microsoft  
Word • Microsoft Powerpoint •

## PERSONAL

### DETAILS

D.O.B. - 27/8/1998  
Father's Name - Mr. Sanjay Malhotra  
Marital Status - Unmarried  
Known Languages - English, Hindi  
Religion - Hindu  
Nationality - Indian

## EXPERIENCE

### IENERGISER Tech Senior Executive

FEB 2021 - MAY 2022 | Noida

- Worked for an urban company as a senior executive.
- Did analysis using excel sheets and word documents for the daily system report.
- Utilized my communication skills to help customers and professionals.
- Handling 30+ calls daily related to tech issues.
- Received an average 80 percent satisfaction rating to date.
- Remained courteous and calm, even during moments of dissatisfaction.
- Consult with professionals and customers to evaluate needs and determine best options.

### CODEYE TECHNOLOGIES Business Development Manager

2019- 2020 | Delhi

- Used my presentational and mailing skills to excite customers about opportunities.
- Helped provide assistance to the CEO regarding the mailing.
- Helped reached other members of the team to fulfill their data collection.
- Mailing clients for promotions and handling query responses.

## STRENGTHS

- Self-motivator with Ready to strong teamwork capabilities.
- Constant learner, hardworking, and go-getter
- Ready to learn new things, flexible adaptable.
- Effective communications.
- Good exposure to MS Word, MS EXCEL, MS PowerPoint, and the Internet Applications.