**Rashi Bhat Koul**

**Mob No:9650665134**

**Address:59/B Dharam Singh Sharma**

**Munirka New Delhi -67**

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Respected Sir Madam,

Though a relevant source I am able to understand that you’re reputed organization is looking for experienced and talented professional into the field of HR and Admin verticals. Myself I am **Rashi Bhat Koul** from New Delhi with 15 year of experience in Backend Operations,**HR& Recruitment, Bussiness Development, Guest Relation ,Site & Office Administration** & **Facilities management verticals,** seriously looking forward to get better job scopes for better future with reputed organization.

I hope my experience is perfectly matching with your job description so with great interestand expectation I am hereby presenting / attaching my bio data for your perusal and kind attention.

Hope that you will consider me. Looking forward to hear from you. If I am selected, I will be ever grateful and assure you that I will discharge my duties to best of your satisfaction and for the prestige of your organization.

Thank you for your time and consideration. I am looking forward to hear from you.

Yours Sincerely.

**Rashi Koul**

 Curriculum Vitae

**PROFILE:**

 Looking forward to joining a progressive firm where I can learn and use my ability and creativity to the maximum effect and grow to my full potential. My work will reflect my deep conviction to quality and thorough satisfaction of my superiors.

**STRENGTH & KEY CAPABILITIES**

Creative and quick learning Personality, highly committed to goal accomplishment, dedication, hardworking & disciplined, willing to accept responsibilities with positive attitude and posses Good Communication skill.

**Name : Rashi Bhat Koul**

Father’s Name : Mr.M.K Bhat

E.Mail: rashikoul58@gmail.com

**Educational Qualification** : 10+2 from J&K Board Jammu.

 Graduation from Jammu University.

**Computer Education:**

Two Years Diploma in computers from APTECH Computer Education through (EACCP Program)

DTP Course from Balaji Computers Jammu.

1. Work Experience :Worked with **Information & Media Services (Just Dial)** Jammu **June 2002** **to Oct 2004**.

Their I was handling complete backend operation work like client handling, cold calling to customers .Giving training to new staff & worked on company’s software paradox, some ledger work , billing and petty cash handling.

 **2.** Work Experience: **M. S. INTERNATIONAL (Overseas recruiting co).** NEW DELHI **(HR Coordinator)- July 2005 to September 2008.** ( Total Work Years – 3 Years & 3 months) Work Period – 3years & 3 months.

* Recruitment, selection, induction, confirmation, Training & Development.
* Sourcing and searching of candidates CV’s from Job portals.
* Arranging the interview of the shortlisted candidates. Arranging walk-in-interview / scheduled interview.
* Taking clients to various places in India for recruitment / interview purpose.
* Drafting intimation letter, offer letter and various letters, self-correspondence.
* Handled all types of category interviews ( Skilled/ Unskilled & High Skilled).
* Handled and smoothly deal various types of sub agents.
* Arranging and coordinating hotel bookings , train & flight bookings ( travel desk management).
* Liasoning with Embassy’s , MEA & others for smooth functioning.

**Work Experience** : Worked with **Vedanta Foundation** (Ngo).Organization worked in computer education for those children who cant effort their education .Their I worked for two months as a Admin Officer June to August 2013.

**Work Experience** : Worked for my own Job Placement Naukri Point for one year 2015 to Year 2016 .

**Work Experience** : Worked with International Healing Foundation/International Peace Foundation for HRD. From Dec.2016 to till now working full time as Admin Executive, Bussiness Development Executive, & Healing Consultant.

**Work Role** : Looking facility management in office & handling of staff needs and provide all the necessary arrangements for store.

Taking of interviews for new candidates and also Consultation to new Students regarding Healing Seminars, Personal Healing Sessions, follow up with old students & clients.

Making of itinerary for boss as well as tickets for other staff for out station .Apart from this I was making Hotel arrangements, Fooding menu and making stay arrangements for residential candidates on demand basis .

During seminars I have done full time work in Hotels like EROS HOTEL Nehru Place , Meridian Plaza GK 1 , Hotel Divine Park Gk2 , Cabana Hotel Gk1 , GTH Hotel GK1 ,Western Country Club Resort Manaser Gurgaon .

**Courses Attend In International Healing Foundation** : THETA HEALING , KARMA HEALING Basic and Advance , KARMA RETREAT, CHAKRA HEALING & BALANCING , PITRA DOSHA ,GURU DOSHA ,WEALTH MANAGEMENT , ANGER MANAGEMENT ,SOUL MATE HEALING , RELATIONSHIP HEALING and Different Meditations.

**Other Specialities** : Passed LIC Examination in year 2011 & doing as a Lic agent work side by side.

 English Speaking Course from **British Council** K.G Marg . Delhi

Done Accupressure Course from **Accupressure Shodh & Prashikshan Evam Upchar Sansthan**  from 8th  Oct. to 12th Oct.2013 from Allahabad.

Done **Reiki** Course from **Care & Cure Institute of Alternative Science** Rajouri Garden Delhi.

 I am active member of **Art of Living** where from I have done my **Art of Living Basic Course** Eight Years back. I am doing social work in time of need where I have learnt personality development Yoga, Mediation & different Asanas and Kriyas& Advance Course , Sehaj Samadhi and Gold Certificate in Surya Namaskar 108 rounds from Art of Living .

**Certified Yoga Trainer** from **Moraji Desai National Institute of Yoga & Jawahar Lal Nehru Stadium Sports Council of India** Delhi in Year Nov .2019.

**Personal Hobbies**: Singing ,Driving ,Listening to soft Music,Playing Indoor&Outdoor Games and watching good movies .

**PERSONAL DETAILS**

* **Name : Rashi Bhat Koul**
* DOB : 03/07/1980.
* Place of Birth : Kashmir ( Srinagar)
* Gender : Female
* Civil Status : Married.
* Dependents : Nil
* Phone No : Mobile – +91 - 9650665134
* Email : **rashikoul58@gmail.com**
* Religion & caste : Hindu.
* Father Name : M.K Bhat
* Mother Name : Sarla Bhat.
* Brothers : 1 nos. ( Younger)
* Languages Known : Hindi, English,Dogri and Kashmiri.
* Permanent Address : Kamal Kunj Lane No9 Tumal Bohdi

 Near Krishna Temple Opp Laxmi Palace

 Jammu 180002.

**Aim in Life** Tobecome independent women and do something good for the welfare of the society.