

**<YOUR NAME>**

# ADDRESS

**<YOUR ADDRESS>**

**Mobile no**: - <PHONE NO>

**Email id**: - <YOUR EMAIL>

**LINKEDIN**: - <YOUR LINKEDIN ACCOUNT>. Female, 24 yr. Language: - English & Hindi

CAREER OBJECTIVE

* To pursue a challenge and growth oriented career in an organization that offer opportunities to learn and grow by delivering the results.

EDUCATION BACKGROUND

|  |  |  |
| --- | --- | --- |
| **YEAR** | **QUALIFICATION** | **INSTITUTION** |
| 2017-2019 | *PGDM* | ILM - AHL College Jaipur |
| 2014 | B.com. | SUNBEAM *WOMENS* COLLEGE BHAGWANPUR *VARANASI* |
| *2010* | *HSC* | NATIONAL INSTITUTE OF OPENING SCHOOL |
| *2008* | S.S.C. Marks | SUNBEAM ACADEMY SECONDARY SCHOOL |

## TECHNICAL SKILLS

* Certified in Computer Application (C.C.A)
* M.S WORD
* M.S EXCEL
* M.S POWERPOINT
* NAUKARI PORTAL
* INTERNET AND E-MAILING

## INTERNSHIP

**SAMARTH LIFE STYLE RETAILING PVT LTD, JAIPUR 25th Jan 2018 to 09th June 2018**

* KEY RESPONSIBILITIES
* RECRUITMENT
* MAINTAING CALLING TRACKER
* MAINTAING JOINING FILES
* SCHEDULING INTERVIEW
* CAMPUS PLACEMENT
* HANDLING FACE TO FACE INTERVIEW

## STRENGTH

* Positive Minded
* Passionate
* Interactive

## EXTRA CURRICULLAR ACTIVITY

* Certificate of excellence for successfully complete the 3 month program in acting.
* Achievement for MTD active for 2 time in “ MAX LIFE INSURANCE”
* 7 Month experience in “social media executive” with n-gage marketing India Pvt Ltd.

Represented by “NESCO” Certificate for Dance Performance in “GANGA MOHATSAV”2017.

## PERSONAL DETAIL

* + **FATHER’S NAME** :- FATHER NAME
  + **DATE OF BIRTH** :- 7th JULY 1993
  + **NATIONALITY** :- INDIAN
  + **ADDRESS**:- YOUR FULL ADDRESS WITH PIN CODE

## DISCLAIMER

I hereby affirm that the information provided above is correct to the best of my knowledge.

# Date: Signature:

**Place**: <YOUR NAME>