

Kiran Verma

D/o- Sh. Sher Singh

Vill.-PAB, P.O-Devgarh

Teh. -Theog

Distt.- Shimla, H.P -171202

Email Address: vermakiran078@gmail.com

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Career Objective:

Aim to be placed in a challenging organization that gives me scope to enhance my knowledge & skills in accordance with the latest trends and be a part of team that dynamically works towards growth of organization.

Software Proficiency:

- *Basic Knowledge of Computers and MS Excel.*

Educational Profile:

- *10th Passed from H.P.B.S*
- *12th Passed from H.P.B.S*

Previous Work Experience:

- *1 Years experience as a receptionist in immigration.*
- *2 year experience as a counselor immigration.*
- *2 year experience as a senior counselor immigration.*



Strengths:

Motivation & Determination.
Adaptable to any environment.
Positive Thinking.
Discipline and good etiquette.
Ability to work individual as well as in group

Personal Information:

Father's Name: - Sh. Sher Singh

Mother's Name :- Veena Verma

Sex: - Female

Date of Birth: - 25.12.1994

Nationality: - Indian

Marital Status: - Unmarried

Languages known: - English, Hindi

Declaration

I do hereby declare that the above information is true to the best of my knowledge.

