

SAROJ MAURYA

CONTACT DETAILS

- ❖ **Address: -** House No – 366, Block – D, Gali No – 1B, Ratiya Marg ,
Sangam Vihar, South Delhi, Pin Code - 110064
- ❖ **Mobile No : -** 8826116323
- ❖ **E-mail ID: -** mauryasakshi@764@gmail.com

CAREER OBJECTIVE

To take up a challenging career and grows with honesty. Loyalty, good relationship and best performance and my experience. Knowledge, skills and abilities into value for an organization.

EDUCATIONAL ATTAINMENT

- ❖ Passed 10th UP BOARD from Abhyuday public school Rajgarh Gorakhpur in 2011
- ❖ Passed 12th UP BOARD from Abhyuday public school Rajgarh Gorakhpur in 2013
- ❖ Graduation from B.SC SCIENCE DDU GORAKHPUR

WORK EXPERIENCE

Company name: - Somya enterprises

Job Profile: - Account Executive

- ❖ Handling all the files, handling customers on calls, managing e-mails, making quotations, preparing accounts bills, checking all delivery details, managing all the data in the computer.
 - ❖ Joining – March ,2024 & lift – December , 2024
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COMPUTER SKILLS

- ❖ MS WORD
 - ❖ ADVANCE EXCEL
 - ❖ POWER POINT
 - ❖ CORAL
 - ❖ E-MAIL
 - ❖ COMPUTER
 - ❖ INTERNET SURFING
 - ❖ GOOD COMMUNICATION SKILLS
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STRENGTHS

- ❖ Multitasking
- ❖ Loyalty
- ❖ Responsibility
- ❖ Hard working
- ❖ Honesty with work
- ❖ Problem-solving
- ❖ Good communication

PERSONAL INFORMATION

- ❖ Date of Birth : - January 01, 2004
- ❖ Age: - 22 : - Civil Status : - Married
- ❖ Nickname : - Saroj maurya
- ❖ Gender : - Female
- ❖ Religion : - Hindu
- ❖ Language : - Hindi, Bhojpuri , English
- ❖ Nationality : - Indian

