Payal Kumari Jangid

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Profile Summary

Enthusiastic and detail-oriented individual with a strong educational background and a passion for continuous learning. Adept at organizing information, solving problems, and working well in a team environment. Currently pursuing post-graduate studies and eager to contribute to roles that involve coordination, communication, and analysis.

Education

- **M.Sc. in Information Technology** — University of Rajasthan (Pursuing)
  Relevant Knowledge: Data handling, communication systems, office software, teamwork in group projects
- **B.Sc. in Science** — University of Rajasthan
  Subjects: Mathematics, Physics, Chemistry

Key Skills

- **Communication:** Clear written and verbal skills, professional email and report writing
- **Organization:** Capable of planning, scheduling, and maintaining records
- **Problem Solving:** Logical thinking and attention to detail when resolving issues
- **Teamwork:** Experience working in group settings on projects and assignments
- **Computer Literacy:** Proficient in Microsoft Office (Excel, Word, PowerPoint), internet research, and digital tools
- **Adaptability:** Quick learner and comfortable with new tasks and environments

Certifications & Workshops

- Basic Computer Skills — Geekster
- Online Training Session — IIT Bombay (Spoken Tutorial)
- Human Resource Workshop — Tareeqa Global Solution Pvt. Ltd.
- RS-CIT — Rajasthan State Certificate in Information Technology

Achievements

- Recognized for social contribution by Balika Shiksha Foundation, Rajasthan