**Reshma Pun**

Dehradun, India |  [reshmapun2004@gmail.com](mailto:reshmapun2004@gmail.com)

# Career Objective

Motivated and well-groomed BCA graduate with a strong interest in aviation and customer service, seeking a cabin crew position to begin my professional journey. I bring excellent communication skills, a calm attitude, and a genuine passion for helping people. Eager to contribute to creating a safe, pleasant, and memorable travel experience for passengers while upholding the airline’s high standards.

**Personal Details:**

 **Date of Birth:** [31/05/2004]

 **Languages Known:** [ English, Hindi, Nepali]

 **Phone Number:** [8006725461]

# Education

|  |  |  |
| --- | --- | --- |
| **Degree/Certificate** | **Institution Name** | **Year** |
| Bachelor of Computer Applications (BCA) | Graphic Era Deemed University | 2022–2025 |
| 12th (Commerce) | K.V .BIRPUR | 2022 |
| 10th | K.V.BIRPUR | 2020 |

# Experience

**Campus Ambassador – [Graphic era deemed university]**  
*Jan 2024 – may 2025*

* Acted as the first point of contact for prospective students and parents, handling queries related to admissions, courses, and campus life.
* Represented the university at seminars, events, and webinars with professionalism and enthusiasm.
* Provided customer service support by guiding students through processes, resolving concerns, and sharing timely updates.
* Developed strong communication, problem-solving, and interpersonal skills.

### **Key Skills**

* Excellent Communication and Interpersonal Skills
* Strong Customer Service Orientation
* Teamwork and Collaboration
* Public Speaking and Presentation
* Time Management and Multitasking
* Adaptability in Fast-paced Environments
* Basic Technical Knowledge (IT-friendly and tech-aware)

### **Hobbies & Interests**

* Traveling and Exploring Cultures , Dancing, Public Speaking and Communication

### **Declaration**

I hereby declare that all the information provided above is true to the best of my knowledge and belief.

**Place:** [Dehradun]  
**Signature:** [Reshma pun]