

CURRICULUM VITAE

LIJA JOY

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CAREER OBJECTIVE:-

To utilize my skill in educational field for growth and upliftment of the Organization that I serve with well extreme dedication.

PROFESSIONAL QUALIFICATION:-

- MBA with HR specialization

EDUCATIONAL QUALIFICATION:-

- B.com. Passed from Gujarat University 2019
- Intermediate Passed From G S E B Board -2016
- High School Passed From G S E B Board 2014

EXPERIENCE:

- Working in Axis Bank

COMPUTER PROFICIENCY:-

- Window Application:- MS-Office Word, Excel, PowerPoint, Tally.

KEY COMPETENCIES:

- Punctuality.
- Communication Skill.
- Honesty.
- Co-Operation.
- Positive Thinking

PERSONAL DETAILS

**Date of Birth :- 26/07/1998
Nationality :- Indian.
Marital Status :-Unmarried.
Religion :-Christian.
Sex :-Female
Language Know:-English, Hindi, Gujarati & Malayalam**

HOBBIES:

- Interacting with new people, Reading, Listening Music.

EXTRA CURRICULAR ACTIVITIES:-

- Active Participation & coordinating cultural programmers at college.

DECLARATION:-

- I Certify that the information given above is true, completed & correct to the best of my Knowledge & Belief, I assure you that my work will satisfy you.

Date

(LIJA JOY)