**RESUME**

**NAME:- SHRUTI BAKSHI**

**Contact No:-7898528445**

**Email:-** [**Shrutibakshi200@Gmail.Com**](mailto:Shrutibakshi200@Gmail.Com)



**CARRER OBJECTIVE:-**

Looking For And Organisation Where ,I Can Enhance My Knowledge And From My Academic Learning Give My Best To The Organisation.

**EDUCATIONAL QUALIFICATION:-**

1. B.Com Hons. From R.D.V.V Jabalpur**.(2018)**
2. 12th From C.B.S.E Board From An Institution Of J.P Group Rewa.**(2014-15)**
3. 10th From C.B.S.E Board.**(2012-13)**

**ACHIEVEMENTS:-**

1. Got Certificate Of Management Training From Pune Institute Of Business Management.
2. Got Certificate For Attending Crash Course On G.S.T.
3. Winner Of Various Essay Writing Competitions.
4. Got N.C.C Certificate.
5. Won Medals In Singing Competitions.

**STRENGTHS:-**

1. Optimistic
2. Hardworking
3. Punctuality

**KEY SKILLS:-**

1. Highly Motivated And Eager To Learn New Things
2. Strong Motivational And Leadership Skills.
3. Ability To Produce Best Results In Pressure Situations.
4. Ability To Work As Individual As Well As In Group.
5. Good Communication Skiils.
6. Management Skills .
7. Computer Skills.
8. Analytical Skills
9. Public Speaking

**PERSONAL INFORMATION:-**

Name : Shruti Bakshi

Date Of Birth : 7/01/1998

Gender : Female

Nationality : Indian

Father’s Name : Mr.Amit Bakshi

Mother’s Name : Mrs. Tanuja Bakshi

Address : House No.466 ,Ward17,Narendra Nagar Amahiya [Rewa]

**DECLARATION**

I Hereby Declare That The Above Information Is True And I Will Be Responsible For Its Authenticity.

Date:- Signature

Place:-