

# Praveen Jha



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## Objective

Seeking a challenging and rewarding opportunity with an organization of repute which recognizes and utilizes my true potential while nurturing analytical, operational and technical skills

## EDUCATION

CLASS	UNIVERSITY	PERCENTAGE(CGPA)	YEAR
10th	Kendriya Vidyalaya (CBSE)	06.2 CGPA	2012
12 <sup>th</sup>	Bihar Board	50.6%	2015
BBA	MAKAUT	59%	2020

## Internship

Completed my 3 months of internship in Aditya Birla Fashion retail- Pantaloons.

## Achievements

- Awarded as active Team coordinator for Junior state Basketball champaingship.
- Participated in Pre- Eureka Business Plan workshop organised by E-cell , IIT bombay.

## Personal Skills and Strengths

- Excellent written and verbal communication skills
- Proficient in Multi-tasking
- Willing to accept responsibility
- Ability to Work in Team
- Quick learner and Adaptive
- Flexible to work in 24\*7 environment

## Technical Skills

- Operating systems - WINDOWS XP, WINDOWS 7, WINDOWS 8, WINDOWS 10
- Proficient in MS Office Suite (Outlook, Word and PowerPoint)

## LANGUAGES

English

Hindi