

RESUME

SHIVA SAINI

Mobile No : 8813008167

E-mail ID : shivasaini.5666@gmail.com

OBJECTIVE

Do work with an organization where I can learn new skills and increase my abilities for organisational goals as well as myself

EDUCATION AND QUALIFICATION

- Pursuing BCA 2nd Year From MDU, Rohtak
- Passed Out 12th From HBSE (79.6%) 2024
- Passed Out 10th From HBSE (84.6%) 2022

TECHNICAL KNOWLEDGE AND SKILLS

- Certificate of CRM Domestic Voice (IT/ITeS) 2022-2024
- Certificate of Domestic Data Entry Operator (IT/ITeS) 2020-2022
- Advance Diploma in Computer Application (85%) 2021-2022

WORK EXPERIENCE

- +6 months (Telecalling & Sales)
- Offer Letter (CityMall, Paytm, Wishfin, DialFlow, PaisaBazar)
- 2 Remote Internship (CodSoft, TechOtcaNet)

STRENGTH AND HOBBIES

- Fast Typing Speed (avg 40 WPM)
- HINDI communication Excellent
- English Communication Intermediate
- Coding, Editing, Sketch Draw

PERSONAL DETAILS

Father Name : Lalan Singh
D.O.B : 03/10/2006
Address : Kharkhoda Sonipat (131402)