

Hemlata

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Objective: To pursue a responsible and challenging position & successful growth oriented career in your company with the scope to hone my professional skills. To work and grow in a team of professionals towards achieving organizational goals through teamwork, focus, motivation, clarity and direction.

Career Snapshot

- ☐ Gained knowledge & understating of subjects like computer fundamentals, and basic computer course, etc.
- ☐ Possesses strong communication, collaboration & team building skills with proficiency at grasping new concepts and utilizing the same in a productive manner.

Academic qualifications

- ☐ Pursuing Bsc 3rd year from Hansraj college .
- ☐ 12th science from UP Board .

Work Experience

1. Tech Mahindra Pvt. Ltd.
6 months experience as a Customer Care Executive.
3. Social Media Manager
Analytics Tools: Meta Insights, Instagram Analytics, Content
Researcher & Content Writer - Freelance, Agency, and
Personal Projects. I have one year of experience.

Strength

- ☐ Honesty & loyalty for organization.
- ☐ Smart working.
- ☐ Hard working.
- ☐ Versatile.
- ☐ Positive attitude
- ☐ Helping nature

IT Skills

- ☑ *Well versed with MS-Office & Internet Applications and basics of computers.*
- ☑ *Photoshop*
- ☑ *Typing net Speed wpm > 30+*

Personal Details

Father's name : *Mr. Rajesh kumar kashyap*

Date of Birth : *23 February 2002*

Religion : *Hindu*

Nationality : *Indian*

Languages Known : *English, Hindi*

Permanent Address : *DEV Colony, Rohtak, Haryana - 124001*

Marital status : *Unmarried*

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Given a chance, I assure you of sincerity and dedication to learn.

DATE: - _____

PLACE: - _____

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