

# MENKA CHOUDHARY

## CONTACT



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## OBJECTIVE

To pursue a career that provides an opportunity to discover myself through challenges which provides me an opportunity to learn continuously and evolve my self through an open and creative working environment.

## SUMMARY

Results-oriented individual with a passion for continuous learning and innovation. Known for leveraging analytical thinking and creativity to solve problems and deliver high-impact solutions in fast-paced environments. Energetic and motivated M.A graduate with strong communication and problem-solving skills, seeking an entry-level position in Industry to utilize my academic knowledge and contribute to a dynamic work environment

## SKILLS

- **MS Office:** Excel, Word, PowerPoint.
- **Communication:** Strong communication skills with extensive experience in interacting with overseas business support via email and phone.
- **Adaptability:** Versatile and proactive quick learner.
- **Computer Literacy:** Ability to effectively use computers and related technology.
- **Problem Solving:** Efficient in process of finding solutions to difficult or complex issues.

## EDUCATION

- **M.A(Political Science)** - 2024  
Raj Rishi Bhartrihari Matsya University, Alwar
- **B.A(Political Science)** - 2022  
Raj Rishi Bhartrihari Matsya University, Alwar
- **12<sup>th</sup> & 10<sup>th</sup>** - 2019 & 2017