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| |  | | --- | | **MEHAK HANDA** | | **Date of Birth :** 05-10-1991 | | 2015-01-17 23 | |
| |  | | --- | | **Contact Information** | | **Tel / HP:** 9897617152.  **E-mail :** mahek.handa@gmail.com  **Address:** Kamla Nagar, Agra. | | | |
| |  | | --- | | **Objective** | | To excel in any kind of task assigned to me using all my competitive skills, to the entire satisfaction of my peer group & keep looking into new ways of raising standards. I can surely prove and commit myself to the organization and take part in the success of the organization. |  |  | | --- | | **Professional Qualification** | | * Masters of Business Administration (MBA-Marketing) * Bachelor of Technology (B. Tech in Computer Science) |  |  | | --- | | **Certifications** | | * CERTIFICATE FROM NSE (COMMERCIAL BANKING IN INDIA). * CERTICATE FROM NSE (BASICS OF INSURANCE). |  |  | | --- | | **Software/Computer Proficiency** | | * Knowledge of computer (MS Word, Excel, Power point, Internet). |  |  | | --- | | **Awards/ Achievements** | | * QUALIFIED IBPS BANK CLERICAL EXAM. * COMPLETED SECOND SOPAN IN GUIDING. | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Level** | **University / Board** | **Institute** | **Year** | | MBA | AICTE,  MoHRD, GOI | Institute of Rural Management, Jaipur | 2015 | | B. Tech  (Computer Science) | UPTU | H I T M, Agra | 2013 | | Higher Secondary | CBSE | Ess. Ess convent senior secondary school, Agra | 2009 | | Secondary | State Board (U.P. board) | Queen Victoria Girls Inter College, Agra | 2007 |  |  | | --- | | **Education Qualification** | | |
| |  | | --- | | **Training** | | * In PUNJAB NATIONAL BANK (MAY-JUNE’14) | | | |
| |  | | --- | | **Work Experience** | | * Worked with JANALAKSHMI FINANCIAL SERVICES (NBFC-MFI) From Dec’14-May’15 in Jalandhar (Punjab). (College placement) as an AREA HEAD. * Worked as Admission Coordinator in G. D. Goenka Public School, Agra from June’16- March’19. * Working as Senior Coordinator, Admission and Marketing In-charge in Baluni Public School from April’19 till now. | | | |
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| **Personal Details** | | |
| Fathers Name : Mr. Rajendra Handa  Gender : Female  Marital Status : Married  Languages Known : English, Hindi, Punjabi.  Nationality : Indian | | |

**Declaration:**

I hereby declare that the above given information are true to the best of my knowledge.

**Date: 23-02-2022**

**Place:** Agra **(Mehak Handa)**