

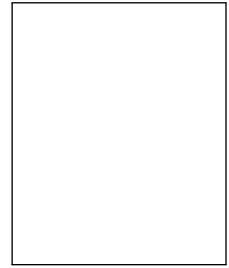
PAVLEEN SETHI

GRADUATE (B.COM (HONS))

F-11/27 SECTOR-15 ROHINI DELHI-110089

9582498032 | pavleen.sethi@gmail.com

DOB 22-10-1993 | Unmarried



OBJECTIVE

I look forward to work with an organisation that will utilize my Knowledge and experience. My aim is to contribute to the objective of the organisation and to grow with it. I can be sure of my commitments towards the company which will endeavour far most in achieving goals.

WORK EXPERIENCE

G.A FUTURE EDUCORE PVT. LTD- REGIONAL SERVICES HEAD

February 2015 – present (2years and 7 months)

Duties includes

- Handling 5 areas which includes Rohtak, Panipat, Faridabad , gurugram and Bahadurgarh.
- Handling seminars and workshops in these areas.
- Dealing with school principals and co-ordinators.

EDUCATION

- Bachelor of commerce (honours) from delhi university with second division
- All India Senior Secondary School Examination,)XII CBSE.
- All India Secondary School Examination, X CBSE.

SKILL SET

- Strong analytical,
- problem solving
- Time management skills
- People management skills
- Knowledge of accounting
- MS OFFICE
- Great aptitude and reasoning

ABILITIES

- Continuous learner
- Willing to take the initiative
- Hardworking
- Leadership qualities
- Team worker who is able to adapt in highly dynamic and changing situations.

LANGUAGES HINDI, ENGLISH, PUNJABI
GOOD COMMUNICATION SKILL

INTERESTS Listening music
Shopping
Watching movies

I hereby declare that the above information is true to the best of knowledge.

SIGNATURE:-