

REKHA RAWAT

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Swaroop Nagar, Delhi 110042

9729210679

EDUCATION QUALIFICATION

EDUCATION	YEAR
MBA 1st Year Pursuing	2025(expected)
BA (programme)	2022
12th pass from CBSE	2018
10th Pass from CBSE	2016

CERTIFICATIONS

- MS Excel course – coursepe
- 7 Days v-lookup crash course -coursepe
- Securities Market Quiz certificate conducted by SEBI
- Leadership and Team Effectiveness -NPTEL And IIT Roorkee
- Effective Business Communication -IIMB

SKILLS

- MS Excel
- MS Word
- MS Powepoint
- Canva-Basic

INTERPERSONAL SKILLS

- Willing to learn new things
- Adaptive in nature
- Active listener
- Punctual

I hereby declare that all above furnished information is true to the best of my knowledge. And if given an opportunity I promise to give the best abilities to the Organization.