



# RIYA CHAUDHARY

*Student*

## PROFILE

Business Administration student.

I consider my self a responsible and orderly person.

I am looking forward to my first work experience.

## CONTACT ME



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VPO Tanda Mazra,  
Budhana,  
Muzaffarnagar

D.O.B - 27/09/2003



## EDUCATION

**BHAGAT PHOOL SINGH MAHILA  
VISHWAVIDYALAYA**

*Masters of Business Administration*

*In progress*

**BHAGAT PHOOL SINGH MAHILA  
VISHWAVIDYALAYA**

*Bachelors of Business Administration*

2021 - 2024



## LANGUAGE

English

Hindi



## COMPUTER SKILLS

Microsoft office

Spreadsheet.

Slide presentation.



## VOLUNTEER EXPERIENCE

**A&D SOFTWARE PRIVATE LIMITED**

Assisted in recruitment processes including posting job ads, screening resumes, and scheduling interviews

June 2023 - July 2023