

## Resume

**Mahak**  
**Chhuchhakwas,jhajjar**  
**Haryana, India**  
**Pin-code – 124106**  
**Phone no. - 7015609793**  
**E-mail:**[mahakraoshab0001@gmail.in](mailto:mahakraoshab0001@gmail.in)

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### **OBJECTIVE:**

To obtain dynamic role in an organisation where I can utilize my interpersonal skills, knowledge and education to the benefit of the organization and my personal growth.

### **PROFESSIONAL SYNOPSIS:**

- Proficiency in Microsoft Word, Excel and PowerPoint.
- Business communication and effective listening skills.
- Proficiency in English and leadership qualities

### **ACADEMIC QUALIFICATION**

Title	Board/University	Name of Institutions	Year of passing
10 <sup>th</sup>	CBSE	R.E.D sr. sec. school, chhuchhakwas,jhajjar,haryana	2021
12 <sup>th</sup>	CBSE	R.E.D sr. sec. school, chhuchhakwas,jhajjar,haryana	2023
Haryana state certification in information technology(HS-CIT)	HKCL	Global computer institute ,chhuchhakwas,jhajjar	2025(in progress)
BBA	BMU	Baba Mastnath University,Asthal Bohar(Rohtak)	2023-2026

### **PERSONAL PROFILE**

Father's Name : MR. Jaswant  
Date of Birth : 15/03/2005  
Languages : Hindi , English  
Nationality : INDIAN

### **Declaration**

- I hereby declare that the information given by me is true to the best of knowledge and belief.

