



PRATIBHA VERMA

Date of birth: 14/11/1996 | **Nationality:** Indian | **Gender:** Female |

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Address: Village Gunai (162), Tehsil Kasauli , 173233, solan Himachal Pradesh, India (Home)

ABOUT ME

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

WORK EXPERIENCE

2022 – CURRENT Parwanoo, Himachal Pradesh, India

HUMAN RESOURCES EXECUTIVE TRIMURTI ENTERPRISES

2021 – 2022 Gurgaon, Haryana, India

STUDENT WELFARE EXECUTIVE BML MUNJAL UNIVERSITY

2020 – 2021 Jaipur, Rajasthan, India

STUDENT WELFARE EXECUTIVE NIMS UNIVERSITY

EDUCATION AND TRAINING

Jaipur, India

MASTER OF COMMERCE (BUSINESS ADMINISTRATION) University of Rajasthan

Website www.uniraj.ac.in |

Field of study Marketing and advertising , Management and administration , Business and administration not further defined

Jaipur, India

BACHELOR OF COMMERCE (HONOURS) Poornima University

Website www.poormina.edu.in |

Field of study Finance, banking and insurance , Accounting and taxation , Management and administration , Marketing and advertising

15/06/2017 – 14/08/2017 Paewanoo, India

TRAINEE IN FINANCE DEPARTMENT MAHLE Filter System (India) Limited

Website in.mahle.com

01/07/2017 – 30/03/2018 Jaipur, India

IBM CAREER EDUCATION PROGRAM Poornima University

Website www.poormina.edu.in

LANGUAGE SKILLS

Mother tongue(s): **HINDI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced | Google Suite (Doc, Slides, Form, Sheet, Drive) | Basic knowledge in Design and photo/video editing.

● **CONFERENCES AND SEMINARS**

IIT Kharagpur, West Bengal

Global Entrepreneurship Summit '18

Link www.ges.ecell-iitkgp.org

Jaipur, Rajasthan

international confrence of Sustainable Development and Innovation in Business, Economy, Management and Technology: Prospects in Emerging Markets

● **HONOURS AND AWARDS**

08/10/2017

Certification of Completion – Yuva Learning Beyond Education

08/04/2018

Certification of Appreciation – Poornima University

Participation in the event Volleyball Girls (Intra College).
Secured second position.