

CURRICULUM-VITAE

KAJAL SHAKYA

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PROFESSIONAL SUMMARY

To be at neck-to-neck pace with the competition prevalent in the industry and be committed to contribute towards the achievement of organizational goals by applying my knowledge as well as by constant learning.

WORK EXPERIENCE

- I have 3 months experience on property dealer to receptionist.
- 2 year working experience in government gem portal Royal trading company and Alpic infotech.

EDUCATION

- B.A 3 years result is waiting to come from Dr. Bhim Rao Ambedkar University, Agra
- (10+2) from U.P Board, Allahabad
- (10th) from U.P Board, Allahabad

TECHNICAL QUALIFICATION

- Proficiency in MS Office & Excel
- Excellent Organizational and Time Management Skills
- Basic Office and Computer, Organizational, Communication, Office Management.



STRENGTH

- *Consistent in performance*
- *Ability to develop good interpersonal relationship*
- *Challenge motivates me*
- *Good Communication skills*
- *Positive Attitude towards every assignment undertaken*

PERSONAL VITAE

- *Date of Birth: 08-07-2023*
- *Father's Name: Mr. Ramsiya Shakya*
- *Language Known: English and Hindi*
- *Gender: Female*
- *Marital Status: Un-married*

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

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