

# **CURRICULUM-VITAE**

## **NIKITA DHAMA**

20-G POLICE COLONY MODEL TOWN-II,

Delhi-110009

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Contact No.-+91-8851160316

### **CAREER OBJECTIVE:-**

▪ I am seeking for a platform where I utilize my experience, skills, studies & innovative ideas in the order to enhance knowledge & experience to getting success & position in my urge industry which I work confidently.

### **EDUCATIONAL QUALIFICATION:-**

- > **Graduation** (B.A Programme) from **Delhi University** in the year **2021**.
- > **Passed Senior Secondary Examination** (10+2) from **C.B.S.E. Board**, Delhi (GURU TEGH BAHADUR PUBLIC SCHOOL,MODEL TOWN NORTHEX,DELHI) in the year **2018**.
- > **Passed Secondary Examination** (10<sup>th</sup>) from **C.B.S.E. Board**, Delhi ((DAYANAND PUBLIC SCHOOL,Model Town, Delhi) in the year **2016**.

### **PROFESSIONAL QUALIFICATION:-**

- **Completed Diploma in Graphic Designer :- ARENA ANIMATION** (KAMLA NAGAR) in the year **2019**.

### **EXPERIENCE:-**

- Working with “**Social Mafiya**” at SHAKTI NAGAR, Near Kamla Nagar , Delhi as a **Graphic Designer** March 8 to SEP2021(seeking for suitable profile as per my educational and professional qualifications).
- Working with “**R11 TEK PRIVATE LIMITED**” at ADARSH NAGAR, Delhi as a **HR EXECUTIVE and BUSINESS DEVELOPEMENT** OCTOBER,12,2021(seeking for suitable profile as per my educational and professional qualifications).

### **STRENGTHS:-**

- Communication Skills
- Hardworking
- Self Confident
- Computer skills.
- Problem-solving abilities.
- Teamwork and collaboration.

- *Oral and written communications skills.*
- *Management skills.*

#### **PERSONAL DETAILS:-**

- **Date of Birth** : 2<sup>nd</sup> JUNE 2000
- **Father's Name** : Mr. BIJENDER KUMAR ▪ **Gender** : Female
- **Marital Status** : Unmarried
- **Languages Known** : Hindi & English
- **Hobbies** : Designing , Creativity & Listening Music

#### **Declaration:-**

*I hereby declare that above mentioned information is correct the best of my knowledge & I bear the responsibility for the correctness of the above mentioned particulars.*

**Date:**   /  /  

**Place:** [NIKITA DHAMA]