

Curriculum Vitae

Sugandha Suri

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CAREER OBJECTIVE:

Intend to build a career in a multinational company with committed & dedicated people, which will help me to utilize my knowledge and skills.

EXPERIENCE

Working with Midland (Kelly Services) in Verification Outbound process (Completed 2years)

EDUCATION QUALIFICATION

PROFESSIONAL QUALIFICATION

| ACADEMIC QUALIFICATIONS: | | | | |
|------------------------------|------|--------------------------------|-----------------------|--------------|
| EXAM / DEGREE | YEAR | NAME OF INSTITUTE/ COLLEGE | UNIVERSITY / BOARD | PERCENTAGE |
| B.A(PROGRAMME) | 2011 | P.G.D.A.V | D.U | 54 |
| 12th Board | 2008 | ST.MARY'S SENIOR SEC SCHOOL | C.B.S.E | 54.16 |
| 10th Board | 2006 | ST.MARY'S SENIOR SEC SCHOOL | C.B.S.E | 53 |

ADDITIONAL QUALIFICATIONS:

COMPUTER SKILLS

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| MS OFFICE WORD |
| MS OFFICE EXCEL |
| MS POWER POINT |
| Basic Computer Skills |

| VOCATIONAL TRAINING: | |
|-----------------------------|---|
| Company | TKWs Institute of Banking and Finance (TKWs IBF) |
| | PG Diploma in Banking and Finance. |

ACHIEVEMENTS & EXTRA CURRICULAR ACTIVITIES:

- Participated in **Banker's Meet 2012** organized by **TKWs Institute of Banking and Finance.**
- Participated in **Leadership Camp Jim Corbett National Park .**

SOFT SKILLS

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| Matured enough to handle information in a professional way. |
| Acquire additional knowledge and skills |
| Honest and Punctual. |
| Good communication Skills and Hardworking. |

PERSONAL INFORMATION

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|----------------|-------------------------|
| Father's Name | Mukesh Suri |
| Date of Birth | 12th, April, 1990 |
| Sex | Female |
| Marital Status | Single |
| Nationality | Indian |
| Language Known | English, Hindi, Punjabi |

Declaration:

I hereby declare that above information is correct to the best of my knowledge and belief.

(SUGANDHA SURI)