

Curriculum Vitae

Sugandha Suri

GH-14, Paschim Vihar,
New Delhi-110087
Contact No.-9711965743
Email- sweetonegirl25@gmail.com
sugzsuri12@gmail.com

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

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

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

PERSONAL INFORMATION

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)