**KRITIKA**

**B-43, Sector 14, Gurgaon**

**7988828382**

**Kritikaagarwal0393@gmail.com**

**OBJECTIVE**

Seeking a position in an organization allowing me an opportunity to implement my knowledge to shape up the next generation.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Board/ University** | **Name of the Institute** | **Year of Passing** | **Percentage/ CGPA** |
| **MBA (IT)** | Lovely Professional University | Lovely Professional University | 2019 | 8 |
| **B.Tech (IT)** | Kurukshetra University | Om Institute Of Technology And Management | 2014 | 81% |
| **Senior Secondary Certificate** | CBSE | Daffodils Public School | 2010 | 59% |
| **Matriculation** | CBSE | Maharaja Aggarsain Public School | 2008 | 80% |

**TECHNICAL SKILLS**

* C , HTML , CSS.
* HR Mgmt, Mgmt Process, Project Mgmt, Web Technologies
* MS Office Package like Word, Excel & PowerPoint
* Communications and leadership

**SOFT SKILLS STRENGTHS**

* Teamwork Punctual
* Leadership Adaptable
* Decision making skills Self motivated
* Communication skills Diligent
* Time management Keen Learner
* Interpersonal skills Persistent

**ACADEMIC ACHIEVEMENTS**

* Achieved 1st rank in college during 1st year of B.Tech.
* Gold Medalist in Essay Writing in School Sindia.
* Participated and Organised Ethical Hacking Workshop conducted by IIT Bombay.

**EXPERIENCE**

**Three Years Experience of Administration**

* Superior record of efficiency and productivity through efficient administration, effective motivation, management and guidance.
* Well versed in planning, organizing, coordinating and monitoring all types of activities and addressing various issues arising in the premises and resolving them to maintain cohesive working environment.
* Experience of Implementing ERP Software.
* Maintaining School Website and Activity Blog
* Got higher expertise in Excel & Access.
* Developed Excel Templates for automation of Results & Record.
* Created Projects for Library Automation in MS Access.

**EXTRACURRICULAR ACTIVITIES/ VOLUNTEER ACTIVITIES (SOCIAL, PHILANTHROPHIC, ETC):**

* Participated in MahaKumbh Khel Mela In 2017.
* Coordinated CBSE Zonal Sports Tournament in 2019.
* Managed annual functions , meetings , workshops.

**PERSONAL INFORMATION:**

**Husband’s Name : Tarun Arora**

**Date of Birth:**  3rd March 1993

**Marital Status:** Married

**Hobbies:** Surfing Net, Listen Music

**DATE: SIGNATURE:**

**PLACE:**