

# Curriculum Vitae

Ritika Bhole

MjariKalan,PostOffice&Tehsil:Pehowa,

District: Kurukshetra, Haryana - 136128

Mobile: 70821 13933 | Email: britika564@gmail.com

## Objective

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Motivated and patient professional with strong communication and problem-solving skills. Seeking a position in the banking sector to effectively assist customers and support back-office operations, leveraging my computer proficiency and teamwork experience. Known for confidentially representing organizations during live radio shows, demonstrating excellent public interaction and presentation skills

## Experience

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Radio Jockey & Back-office Assistant - FM Bharti Radio

- Hosted live shows with clear and engaging communication
- Managed backend tasks like uploading files and system handling
- Worked effectively in a team environment, supporting daily operations
- Gained 6 months of back-office experience ensuring smooth workflow

## Skills

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- Excellent communication skills in Hindi and English
- Proficient in MS Office (Word, Excel, PowerPoint)
- Good computer knowledge including file handling and system operations
- Patient and attentive with strong problem-solving abilities
- Experienced team player with a collaborative approach
- Back-office experience including uploading files and managing systems

## Education

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Currently Pursuing: B.Ed

BachelorofArts(B.A.)-KurukshetraUniversity

12th Passed - HBSE, Bhiwani

Languages

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- Hindi (Fluent)
- English (Fluent)