

MISS.NAIKWADI YOGITA NARAYAN

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Objective:

A position that would give me an opportunity to use my knowledge,skills and potential towards achieving organizational goals as well as that provides a platform for learning and self improvement.

TECHNICAL SKILLS

- certification :Graphics in photoshop,illustrator.indesign.coral draw softwares.
- Operating System : Windows 10
- Language : MS word, Excel, PowerPoint.

KEY STRENGTHS

- Ability to work independently as well as in a team environment.
- Ability to build motivation.
- Excellent interpersonal skills with the ability to interact with Management, staff and clients at all levels.
- Capability to work for long hours dedicated, determined, punctual and disciplined.
- Excellent analytical, quick learning and problem-solving skills with a desire to work in a team-oriented environment.
- Having good team spirit, positive thinking, goal oriented, adaptive to changes and high Interpersonal skills.
- Having good presentation, written, oral communication skills and good problem solving skills.
- Positive approach thinking.

PERSONAL DETAILS

- Date of Birth : 27-04-1997
- Nationality : Indian
- Father's Name : Naikwadi Narayan Shankar
- Language known : English, Marathi, Hindi
- Passport : None
- Marital Status : Single

ACADEMIC PROFILE

- Master of Business Administration (HR) from **ABHINAV COLLEGE AKOLE** Appear.
- Completed BCS(computer science) 60% aggregate in the year 2020 from Agasti Collage,Akole, Pune University.
- Completed Intermediate 50% aggregate in the year 2014 from PVP junior college,Loni.
- Passed Class 10th from savitribai phule vidyalaya,kotul.72.55% aggregate in the year 2012.

DECLARATION:

The above-mentioned information is true and correct to the best of my knowledge and belief. If I am selected and given a chance to serve in your esteemed organization, I shall prove my best and ability to the entire satisfaction of my superiors.

Place:

Yours Faithfully

Date: