

## Objective:

A passionate employee with Bachelor of Computer Application degree, who is looking for an entry level Human Resource position which is coming with extensive knowledge of Human Resource principle and ability to handle problems using outstanding organization, communication, social and time management skills achieving the organizational and career goals.

## Academics:

- **Mount Carmel Convent School, Shahabad, Karnataka.**
  - ★ Completed Secondary Education in 2011.
- **CAI College of Commerce, Shahabad, Karnataka.**
  - ★ Completed Higher Secondary Education in 2013.
- **Sharanabasaveshwar College of Commerce, Shahabad, Karnataka.**
  - ★ Completed Bachelor of Computer Application in 2016.

## Certifications:

- **Diploma in Interior Designing at INIFD (Deccan, Pune) (2017-2018).**
  - ★ Certificate Title: Diploma in Interior Designing.
- **Vaastu shastra workshop at INIFD.**
  - ★ Achieved certification in Vaastu Shastra.
- **Personality Development workshop at INIFD.**
  - ★ Achieved certification by well-known Bollywood costume designer Imam Siddique.

## Languages Known:

- English
- Hindi
- Kannada
- Marwadi

## **Skills and Strengths:**

- Good Communication Skills.
- Positive Attitude and Ethics.
- Time Management Skills.
- Self-Motivation and Decision Making.
- Performance Management.
- Teamwork and Collaboration.
- Leadership Qualities and Listening skills.
- Scheduling and Organization.

## **Hobbies:**

- Outdoor Games. (Badminton)
- Cooking.
- Listening Music.
- Reading Books.
- Exploring New Things.
- Travelling.

## **Personal Details:**

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|----------------------------|-----------------------------|
| → <b>Name:</b>             | Preeti Arunkumar Oza        |
| → <b>D.O.B:</b>            | 7 <sup>th</sup> April, 1996 |
| → <b>Gender:</b>           | Female                      |
| → <b>Marital Status:</b>   | Single                      |
| → <b>Current Location:</b> | Pune                        |

## **Declaration:**

I hereby declare that the above-mentioned information is true up to the best of my knowledge.