

Barkha Beck

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Career Objective:

To obtain a full time position in a reputed organization in administrative capacity.

Technical skills:

- Expertise in Advance excel , Ms-Office (Word and Power point)
- Interpersonal skills

Academic Qualifications:

- 2017-2019 MBA (Finance) with 70% from Prestige Institute of Management and Research, Indore
- 2015-2016 PGDCA (post graduate diploma in computer application) with 62%
- 2015 BBA (Human Resource Management) from Amity university, with 6.93 CGPA
- 2012 Higher Secondary from Oriental public school, with 49%
- 2010 High School from D,Hillocks public school, with 64%

Professional Training:

- Audit and Taxation
Duration: 45 Days
Description: I worked as a Taxation trainee and learned about Audit

Co-Curricular activities:

- Achieved Best student award in “Personality Enhancement’ in Amity University 2015
- Achieved Best student award in “ Human Resource Management” in Amity University 2015
- Participated in “ 12th International conference” conducted by Prestige institute of management and research, Indore

Hobbies and Interests:

- Volunteering
- Communicating with people
- Hanging out with friends

Declaration: I hereby declare that all the information furnished above is true to the best of my knowledge.

Date:

Place: Indore

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