

**PRASHILA CHETTRI****D/O – Mr Kiran Kumar Chettri****Home: - Darjeeling, West Bengal****Mobile: +91 7063720062****E -mail: [prashilachettri1995@gmail.com](mailto:prashilachettri1995@gmail.com)****Personal Profile:-**

I am a reliable and hardworking individual who is adaptable to most environments. I have excellent communication and interpersonal skills which allow me to interact with people from a varied background. I enjoy facing challenges and I am keen to learn and develop further skills wherever I am able to. I am able to assume responsibility and use my own initiative to ensure tasks are completed on time and to an impeccably high standard.

**Key Skills:-**

- Ability to learn new processes quickly and efficiently.
- Ability to follow instructions and think on my feet.
- Excellent problem solving skills.
- Excellent communication and interpersonal skills.
- Ability to work well within a team as well as on my own initiative.
- Great organizational and multi-tasking skills.
- Hardworking and highly motivated.
- Competent with MS Excel, Word, Power-point and Outlook

**Personal Information:-**

Birth Date: 28<sup>th</sup> July 1995

Nationality: Indian

Marital Status: Single

Languages: Excellent written and verbal skills in English, Hindi & Nepali

## **Employment History**

- Worked as a Data entry cum cashier in a PVT ltd company in Darjeeling.
- Pursuing Industrial training in Marasa Sarovar Premiere, Tirupati

## **Education**

- Completed Matriculation from Nepali Girls Higher School,
- Intermediate in National Institute of open School.

## **Computer literacy:**

- IDS (PMS)
- Outlook
- MS office

## **Learned following skill during my Experience:**

- Customer service Delivery
- Guest Relationship
- Interpersonal Skills
- Problem Solving

## **Extra-curricular activities & Achievements:**

- Awarded Best “IET Award” in Marasa Sarovar Premiere.

## **Personal interests & Hobbies:**

- Travelling
- Listening Music

## **SUMMARY**

I have a varied skill set and work extremely well under pressure. I am very quick to pick up and perfect new processes. I am able to transfer my positivity to any group of people I work with, whether they are clients or colleagues.

Date:

Place:

**Reference available upon request.**