

CURRICULUM VITAE

Payal Mehra

Permanent Address:

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Personal Data:

Date of Birth : 12th Feb 1994

Father's Name : Mr. Bhagwan Singh

Mother's Name : Mrs. Radha Devi

Gender : Female

Nationality : Indian

Language known: English, Hindi

Self Appraisal:

I am patient, optimistic and a quick
Learner & Hardworking. I am ok to
work in pressure.

Key Skills :

1. Good communication
2. Team player
3. Good analytical skills
4. Quick adaptability to Situations & environment.
5. Innovative thinking
6. Honest to my work
7. Punctual with time
8. Friendly with computer & Excel

Professional Profile

- € Schooling from Rajasthan Board
- € B.Com. from St Wilfred College Jaipur
- € M.Com from Malviya PG Girls College Jaipur (RU)

Computer Skills:

- € Good knowledge of MS Word & Excel
- € Familiar with Internet use
- € 20-30 wpm typing speed with 92% Accuracy
- € RSCIT certificate
- € C & C++ Language

Work Experience:

6 Months

I have worked for Bajaj finance as Loan Associate for 6 months. I had to leave this organization because of my M.com. examination.

Job Responsibilities :

- ' To correct the loan forms
- ' To fill the correct details in to software
- ' To Escalate the loan requests to senior team
- ' To make reports

Achievements:

- ' Got 2nd rank in Dance competition in college
- ' Got top volunteer certificate in one of NGO named YPF
- ' Got 1st rank in Rangoli Competition in College
- ' Got certificate for drama acting in college
- ' Got recognition of best employee of the month.

Declaration:

I am self-assured of my ability to work in team with commitment and dedication. I hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Signature

Place:

Payal Mehra

