

## **CURRICULUM VIATE**

### **PERSONAL DETAILS**

Name : Sunayana Shyamlal verma  
Father name : Shyamlal Verma  
D.O.B : 27<sup>th</sup>January, 1995  
Address : 3/1 A Old Palasia near Medicare Hospital, Indore  
Madhya Pradesh, 452018  
Contact No. : 8269316343  
Email ID : sunayana.verma27011995@gmail.com  
Gender : Female  
Marital status : Unmarried  
Nationality : Indian  
Language : Hindi, English, Punjabi

### **CAREER OBJECTICE**

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective. Looking for an organization where I can enhance my knowledge and skills to give my best to the organization for organization and individual growth.

## QUALIFICATION

Qualification	Percentage
MBA in finance and HR	Results Awaited
BBA	62%
HSC	78%
SSC	72%

**Also, have basic knowledge of taxation and income tax.**

## PERSONAL QUALITIES

1. Highly motivated and eager to learn new things.
2. Strong motivational and leadership skills.
3. Ability to produce best result in pressure situation.
4. Good communication skills in written and verbal both.
5. Ability to work as individual as well as in group.

## TECHINICAL QUALIFICATION

- Basic knowledge of Tally.
- Levelled knowledge of Computer.
- Good in Microsoft Office.

## PROJECT

Done MRP project during MBA

**Duration: 2 month**

In these project, I have done lots of research work and completed the project in tabular and data form.

## **DECLARATION**

I hereby declare that all the information furnished above is accurate and true to my knowledge.

**Sunayana.verma27011995@gmail.com**