

SIMRAN KANOJIA

+91 8178426908 / *simmukanojia08@gmail.com*

CAREER OBJECTIVE

To advance my career and enhance my communication skills and become a part of a pool of highly experienced and talented team which provide an opportunity to enhance my skills and knowledge .

PERSONALITY

Leadership Quality.

Curious about new ideas.

Good Communication Skills.

EDUCATION

Qualification

12th : CBSE Board with credit average.

Pursuing B.A Programme (2 Year)

University of Delhi.

EXPERIENCE

- Worked for 2 years as CRM Executive & Data Analyst.
- Worked for 6 months as trainee at Outbound Trip.

SKILLS AND ABILITIES

- Proven leadership skill.
- Excellent communication skill developed through in business communication.
- Goal focused and easily adaptable to changes.
- Proficiency in Ms office , MS Excel, Basic Computer , BUSY & TALLY.
- Proof reading.
- Critical thinking.
- Presentation skills.
- Languages known – English and Hindi.

ACTIVITIES AND INTERESTS

- Sports – Walking, Exercise, Running, Bicycling etc.
- Music – Listening.
- Traveling.
- Painting
- Reading
- Computer.

PERSONAL DETAILS

- **Gender** : Female.
- **Date of birth** : 08-Aug-1996.
- **Father's Name** : Mr. Kishan Lal.
- **Nationality** :Hindu.
- **Marital Status** :Single.
- **Address** :377 3rd floor Gali Chandi Wali Paharganj New Delhi110055.

DECLARATION

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

DATE.....

KANOJIA)

(SIMRAN