

REEMA KUMARI

Contact No. 9811373178

E-mail: nik.reemakumari123@gmail.com

Career Objective:

My goal is to become associated with company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

Educational Qualification:

Course	Institute/Schools	Board/ University	Year	Percentage	Rank
MBA	Sikkim Manipal	Sikkim Manipal University	2015	68	1 st class
BBA	Birla Institute of Technology, Mesra Ranchi	Deemed University	2010-2013	71.2	1 st class with distinction
XIIth	Kendriya Vidyalaya Noida	CBSE	2010	65	1 st class
Xth	Kendriya Vidyalaya Noida	CBSE	2008	61	1 st class

Extra Curricular Activity

- Attended seminar on National Small Industries Corporation (NSIC)
- Attended a seminar on 99acres.com how to advertise and maintain its clients.
- Done Summer Internship in NTPC (Fin. Con. Deptt.) project on training and development

Work Experience

- Pearson Education as Retainer from 2016 – currently working
- ASD Intech Pvt. Ltd. As Operations Executive from 2015 to 2016
- Piron corp. as DEO from 2015

Computer knowledge:

- MS-word
- MS-excel (h-look-up, v-lookup, Pivot Table, excel formula – basic)
- MS-PowerPoint
- and internet basics.

Strengths:

- Self-motivated
- Well organized.
- Multitasking.
- Confident.
- Positive attitude, hardworking and responsible.

Personal Details:

Date of Birth: 28th June

Father's Name: Sh. Rajeshwar Singh

Father's Profession: Service

Gender: Female

Nationality: Indian

Home town: Bihar

Languages known: English and Hindi.

Hobbies & Interests: Listening music, reading books and internet surfing.

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I declare that the details above are correct and true to the best of my knowledge.

Date:

Place: Noida

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(Signature)