

Resume

Name: Priyanka kalra

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E mail: kalrapriyanka445@gmail.com

Date of birth: 27-03-1997

Language known: English, Hindi, Punjabi, French

Nationality: Indian

OBJECTIVE:

I would like to secure a employment in a reputable organization where I can utilize my knowledge & learning to the maximum with my creative skills.

EDUCATIONAL QUALIFICATION:

S No.	Examination	Board/ university	Year of passing	Marks obtained
1.	10	CBSE	2014	5.2 CGPA
2.	12	CBSE	2016	65
3.	BBA	Bharati Vidyapeeth Deemed University	2019	

Technical Skills:

- MS- office intermediate
- MS- PowerPoint intermediate
- MS- Excel intermediate
- MS- Word intermediate.

Skills:

- Communication.
- Problem solving skills.
- Helping others.
- Memorising skills.
- Ability to work under pressure.
- Negotiating ability.

Project:

- Building report on human resource management (May – June). This project is given by our college in internship.

Internship:

- Finish IT Concierge Services Private LTD (May- June).

Extra-Curricular Achievements:

- Secured second position in a task during internship and got 500 as a prize.
- Diploma in French Language.
- Certificate of appreciation towards The Dramatic Society BVIMR(Bharati Vidyapeeth deemed university, institute of management & research) in 2016-17

Name: PRIYANKA KALRA

Signature