

BHAVNA

House no-1 Gali No-8 Chetan Market surya Colony

Sehatpur Faridabad Haryana-121003

Mobile Number:-9555012171

E-Mail ID:- bhavnadaksh1996@gmail.com

CARRIER OBJECTIVE:

- ❖ To work on Challenging job profile which provides an opportunity to enhance my technical skills and knowledge, this could provide me an insight into new aspects so that it would be helpful for my career.

STRENGTHS:

- ❖ Work with positive attitude.
- ❖ Self confidence.
- ❖ Willingness to learn

EDUCATIONAL QUALIFICATION:

- 10th passed from H.B.S.C Board, Haryana.
- 12th passed from H.B.S.C Board Haryana.
- Pursing B.A (third year) from Delhi University

PROFESSIONAL SKILLS:

- Basic knowledge of computer.
- Knowledge of MS Excel, Power point, Word Pad.
- Internet Application, Email etc.

WORKING EXPERIENCE:

- One year Experience with **Spirant Communication Pvt. Ltd. As A Receptionist Backend Work : 2018 to 2019**
Summary: Making of invoice as per purchase order received, delivery Chelan, email campaign, coordinating through call and mails with clients for payments, coordinating with other vendors and internal staffs on daily basis.
- One Year Experience of **Man Power Work with Consultant Company: 2016 to 2018**

EXTRA CURRICULAR:

- Participated in drama for change social environment in national museum in 2014.
- Participated in other competition in school drama, painting.

PERSONAL DETAILS:

Father name:	Vinod kumar
Date of birth	05 th March, 1996
Marital status	Unmarried
Language Known:	Hindi and English
Permanent Add:	House No-1, Gali No-8, Chetan Market, Surya Colony (Sehatpur) Faridabad Haryana-121003

Declaration:

I hereby declare that all the statements made in this application are true and complete to best of my knowledge and belief. I shall be responsible if any of the above statements are incorrect at any stage in future.

Date:-.....

Place:-.....