

CHANDNI MAHAJAN

@ chandnihome123@gmail.com

8287921441

H-33 kailash colony
New delhi
Pin code - 110048
India

Computer Skills

Well versed with Operating
Systems (Windows and Mac ios)

Knowledge of Office Suites (MS-
OFFICE)

Knowledge of Tally ERP 9

Knowledge of Graphics Designing
(Adobe Illustrator)

Interests

Dancing

Travelling

Music

Play badminton

Language

English

Hindi

Objective

Is to apply my creative and leadership skills in a well established firm which recognises the value of hard work and efforts so forth for the personal and organisational growth

Education

Meerut Public Girls School Meerut	2005
High School Certification	
Meerut Public Girls School Meerut	2007
Higher Secondary School Certificationfrom	
Frankfinn Institute of Airhostess Training	2016-2017
Aviation,Hospitality,Travel Management Course	

Experience

Axis Placement Consulting	Aug 2016 - Aug 2017
Hr Executive	
McCain Worldgroup	Feb 2016 - June 2016
Business Development Executive	
Concentrix	Oct 2015 - Dec 2015
Customer Service Executive	

Achievements

Best Employee	For maximum selection ratio and performance in HR
Won essay competitions	
Won several dance competitions	

STRENGTHS

- Agile
- Quick learner
- Self motivated
- Organised