

# CURRICULUM-VITE

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RAkhi

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New Delhi-110065

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## **CAREER OBJECTIVE:**

I want to see my self as an Indispensable and Important part fan organization, where I can lead people by the knowledge and experience. I hold with my hard work

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## **PROFESSIONAL SUMMARY:**

I believed I am enriched with fertile imagination and flair for exploring new ideas. Besides, I am confident that I can handle any sort of challenge.

Strong Verbal and Written

Communication. Clarity of thoughts.

Good Negotiators.

Strong Interpersonal Skill.

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## **ACADEMIC QUALIFICATION:**

Graduation (B.A) from IGNOU University

10+2 from CBSE Board.

10<sup>th</sup> from CBSE Board.

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## **FUTURE ASPIRATION:**

Want to work with a company that provides dynamic result oriented environment & lots of scope for self improvement and growth:

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## **TECHNICAL QUALIFICATION:**

Interior Designing From ITI

Completed 6 months Basic Computer Course.

Software Proficiency MS Excel, MS Power Point & MS Word.

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### **WORKING EXPERIENCE:**

1 Year 8 Month successful experience in Supreme court of India in scanning department.

#### **Key Deliverables**

- Agreed meeting with the client.
  - Providing one to one feedback to the new team members.
  - Motivating team to perform above the set targets.
  - Organizing trainings as and when required in the process.
  - Responsible for improving the process by performing different quality jobs like side by side audit, giving feedbacks etc.
  - Responsible for any analysis required time to time.
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### **PERSONALDETAILS:**

Date of Birth	: 25 Aug 1991
Father's Name	: Sh. Jagdish Kumar
Marital Status	: Single
Language Known	: English & Hindi
Interests	: Painting & Writing
Sex	: Female
Nationality	: Indian

Date : .....

Place: New Delhi