

# **RESUME**

Aabha Anand



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**Address-** 4 A First floor, Hanuman mandir Gali, Mandawali Delhi 110092

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## **• Career Objective**

- Passionate about building productive relationships with clients, partners and team members.
- Highly motivated and eager to learn new things.

## **• Educational Qualification**

<b>Exam/Degree</b>	<b>Year of passing</b>	<b>Board/University</b>	<b>Name of institute</b>	<b>Aggregate Marks</b>
B.A.	Pursuing 3 <sup>rd</sup> year	Delhi University	Delhi University SOL	
CBSE(12 <sup>th</sup> )	2013	CBSE Board	Vidya Bal Bhawan Sr. Sec. School	70%
CBSE (10 <sup>th</sup> )	2011	CBSE Board	Vidya Bal Bhawan Sr. Sec. School	62%

## **• Skills**

- Microsoft Office.
- Proficient in basic use of computer.
- Knowledge about internet and web browsing.

## • Professional Strength

- Excellent interpersonal skills.
- Ability to work in team and as well as individual.
- Good oral and written Communication.
- Dedicated, Quick Learner, Confident, Punctual & Hard worker.
- Proficient in working in shifts and to work in 24X7 work environment.

## • Experience

<b>COMPANY NAME</b>	Braininfobase Technologies pvt. Ltd
<b>WORK</b>	Tele Calling, Data Handling, online mailing, Recruiting, office coordinating.
<b>PLATFORM</b>	Marketing and Human Resource
<b>DURATION</b>	1 year

## • Personal Details

<b>Name</b>	Aabha Anand
<b>Father's Name</b>	Lt. Sh. Sunil Anand
<b>Father's Occupation</b>	
<b>Mother's Name</b>	Smt. Manju Anand
<b>Date Of Birth</b>	2 April, 1995
<b>Language Known</b>	Hindi, English
<b>Marital Status</b>	Single
<b>Hobbies</b>	Reading Novels, Drawing, Exploring places
<b>Leisure Pursuit</b>	Listening songs and Reading books
<b>Permanent Address</b>	4 A First floor, Hanuman Mandir Gali, Mandawali Delhi 110092

## • Declaration

I hereby declare that above information is correct to the best of my knowledge and belief.

**Aabha Anand**

**Date:**

**Place: Delhi**