

**Harshita**

harshitabhallajun45@gmail.com

9306733208



## CAREER OBJECTIVE

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Willing to work for a reputed organization to deliver my services up to best of my capabilities.

## SKILLS

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Team Spirit

Accepting Challenges

Dedication towards work

## EDUCATION

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Degree/Course	Institute/College	University/Board	Year of Passing
MBA(International Business)	Haryana School of Business, Hisar	Guru Jambheshwar University of Science and Technology, Hisar	2021
B.com (Hons.)	Kishan Lal Public College, Rewari	Maharshi Dayanand University, Rohtak	2019
Senior Secondary	MadhuSudan Public School, Rewari	CBSE	2016
Secondary	Vandna High School	HBSE	2014

## ACHIEVEMENTS

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**Brain Power Quiz**      Secured 1st Position Organized by GJUS&T, Hisar

**Other Achievement**      10+ Achievement Cards from various activities

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## STRENGTHS

- Ready to take responsibility
- Friendly and Helping nature
- Ability to work in a team environment
- Quick learner

## TECHNICAL SKILLS

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Good in using MS Office (MS-Word, MS Excel, MS PowerPoint)

## TRAINING AND WORKSHOP

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**Rane NSK Steering  
System Private Ltd,  
Bawal, Haryana**

Worked as virtual intern at Rane NSK Private Limited for two months where I gain knowledge and so many skills and learn about Export Import and its process.

**Workshop**

Attended, participant as well as volunteer, a 14 days workshop of Aptitude Development organized by Training and placement cell in association with T.I.M.E institute.

**EXTRA CURRICULAR ACTIVITY**

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- Indian Economic Quiz (Organizer)
- Placement coordinator responsible for training and placement activities

**PERSONAL DETAILS**

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Address	01, Ganpat Nagar Rewari, Haryana, 123401
Date of Birth	18-6-1999
Gender	Female
Nationality	Indian
Marital Status	Single
Languages Known	English & Hindi