

RESUME

Contact Details

Name: SANEHA

Address: Village Jatpura, P.O. Kurak Jagir, Teh. Niklokheri Distt. Karnal – 132006.

Mobile: 8307733121, 7453842124.

E-Mail Address: rajputsaneha1@gmail.com

Career Objective :

To achieve my career goals applying the discipline knowledge gained from my degree and my skill as a team player, Strong attention to detail and personal attributes of enthusiasm and willingness to learn in a high growth company with considerable advancement opportunities.

Education/Qualifications :

Qualification	Institute/ University	Passing Board	Passing Year
GRADUATION	IGNOU	OPEN BOARD (IGNOU)	2019
+2 (B.S.E.H)	BOARD OF SCHOOL EDUCATION, HARYANA	BSEH	2016
10 th (C.B.S.E.)	Doon Public School	CBSE	2014

ADDITIONAL TRAINING OR COURSE

Training Trade	Course or Diploma	Time Duration	Passing Year
Computer Application	Diploma	One Year	2018

WORKING EXPERIENCE



Pearl Global Industries Ltd. :- 1-April-2021 to till date

Job Profile :- IT Trainer (DDU-GKY) .

Institute For Integrated Rural Development : 03-November -2019 to till date .

Job Profile: Centre Manager (DDU-GKY esop certified)

Vinayak College of Polytechnic : April 2018 to November 2019

Job Profile: Centre Manager (PMKVY) .

SKILL SUMMARY :

Computer Skills:

- Microsoft Excel & PowerPoint, Word, Internet, Hardware and Software.

Non Technical Skills:

Team Building, Strong Communication skills, Quick learner , Strong Customer Interfacing Skills, Attention Skill, Attention to Details , Highly Motivated individual having resilient nature, skilled in problem solving and innovative thinking, Strong leadership Skills.

DECLARATION :

I, Saneha hereby declare that all the details furnished above are true to the best of my knowledge

Place:

Date:

(Saneha)

