



Abhilasha Rani

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CAREER OBJECTIVE

Seeking a challenging opportunity to gain valuable exposure to finance practices with a progressive organization, which will utilize my skills, abilities and education in a competitive environment on challenging assignments

EDUCATIONAL QUALIFICATION

Qualification	Institute	Marks obtained	Year of completion
MBA-HRD	LNMI, Patna	Pursuing	2023-25
B.sc in computer application	Patna women's college	67.50%	2019-2022
Intermediate	RPS Residential School	63.4%	2019
Matriculation	St. Karen's Secondary school	CGPA : 8	2017

INTERNSHIPS

HR Manager

KhataPlus Solutions Pvt Ltd
Patna, Bihar

1 June 2024- 31 July 2024

Office Manager

Dizie shoppie
Patna , India

2 August 2021-31 August 2021

Telecom executive

JD-CAD technologies Pvt
Patna , India

30 July 2021 – 07 August 2021

TECHNICAL SKILLS

- MS PowerPoint
- MS Word
- Tally ERP 9
- Canva
- Advanced Excel
- Photoshop
- C++
- Digital Art, Designing

PERSONAL SKILLS

- Verbal and written communication
- Punctual and patient listener
- Adaptable and Flexible towards challenges and responsibilities
- Creative & Leadership

CERTIFICATIONS

- Advanced Diploma in computer application
- Object Oriented Programming C++
- Hindi Typing (30 words in a minute)
- English Typing (40 words in a minute)
- Office Management

AWARDS AND ACHIEVEMENTS

Participated and win many prizes in :-

- PowerPoint presentation
- Poster presentation
- Essay competition
- Co-circular activities

INTERESTS AND HOBBY

Reading | Writing | Painting | photography | Teaching small children

Declaration : I hereby certify that the above given information are true and correct to the best of my knowledge and belief.

Place :- Patna, Bihar

