






# HEMA GARIYA

B.Sc. Statistics



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-  Jainagar, Rudrapur U.S. Nagar, Uttarakhand
-  09-06-1997
-  Unmarried

## PROFILE

I am graduated in Statistics, hence good with data and numbers. Also, I am great in communication as well, which gives me more chances to build better relationships with people, formal as well as informal.

## STRENGTH

- Pressure Handling
- Public Speaking
- Negotiation Skills
- Curiosity
- Flexibility
- Quick Learner
- Convincing Skills

## EXPERIENCES

- Alaska Residence, Rudrapur (2016) - **1 Year - Receptionist/Record Keeping**
- Akansha Automobiles, Rudrapur (2017)- **1 Year - Back Office Executive (Sales Supporter)**
- Vestige Company Pvt. Ltd., Rudrapur (2019) - **1 Year - Billing**
- Shri Ram Finance Company Ltd., Rudrapur (2020) - **6 Months - Insurance / Loan**
- CSC Centre, Rudrapur (2022)-**Current - 7 Months - Excel/Data Entry**

## HOBBIES

- Dance
- Singing
- Watching Movies
- Listening Stories

## EDUCATION

### GRADUATION

Kumaun University, Nainital, Uttarakhand  
2018

### SECONDARY SCHOOL

Shri Guru Nanak, G.I.C, Rudrapur, Uttarakhand  
2015

### HIGH SCHOOL

Shri Guru Nanak, G.I.C, Rudrapur, Uttarakhand  
2013