**RESUME**

**RAJNI OJHA**

**New Garora,Shaheed Path,P.O. Bijnour, Kanpur Road,Lko-226002 ; 9455832682; email: rajniliveukd@gmai.com**

* **CAREER**

**OBJECTIVE:**

**MY MAIN PROFESSIONAL GOAL IS TO GROW , SERVING THE COMPANY WITH LOYALTY AND ABILITY, REGARDLESS OF THE DEGREE OF DIFFICULTY, SINCE I AM A PROFESSIONAL WHO LIKES CHALLENGES. TO OBTAIN A POSITION UTILISING MY EXPERIENCE IN ADMINISTRATION AND HUMAN RESOURCES, OR AS A CO-ORDINATOR.**

* **AREA OF**

**INTEREST:**

* **Electronic Media**
* **Web-Media**
* **Radio-Industry**
* **Aviation & Airlines**
* **PROFESSIONAL**

**QUALIFICATION:**

* Successfully completed **Professional Radio Jockey Training Course** from a Reputed Institute **Academy of Broadcasting** in Lucknow.
* Diploma in **Information Technology (I.T.)** in 2009
* Certificate Course in **Computer Teacher’s Training Course (CTTC)** from**Society for Information Technology Development (SITD)** in 2009.
* **B.Com** from **National P.G. College, Lucknow**.
* **Intermediate** from **Awadh Collegiate, Lucknow.**
* **High school** from **Red Rose Senior Secondary School, Lucknow.**
* **GENERAL**

**EXPERIENCE:**

* Experience with interaction with others, understanding the needs of customers, providing support and/or influencing, persuasion and reasoning.

* Proven experience  in a role that contributed to improving operations processes, systems and procedures.
* Proven experience  in a role that required the ability to think within the operational rules, regulations and processes from the Back-Office
* Proven experience  in a role that required the ability to apply procedures creatively.

**COMPUTER PROFICIENCY :**

* **Operating System:MS-word & Windows 98/2000/07-2008/XP**
* **Software’s:Computer Accounting Software (i.e.,Tally 9.0) & Designing.**
* **Packages: MS-Office (i.e.,MS-word,MS-Excel,MS-Power-Point)**
* **Languages:**Oracle, Java, C, C++, HTML, Visual Basic
* **Internet :**  Good knowledge of web surfing, Good knowledge of sending/ receiving e-mails.
* **Successfully completed MIS Professional Package.**
* **WORK**

**EXPERIENCE**

* Worked as a **Senior News Reader** from **AB TAK T.V. Channel.**
* Also working with Advertising Department from **AB TAK T.V. Channel.**
* Worked in a Marketing Department of  **SPINZ** /**Airtel** in 2008-2009.
* One year experience on working with production Team of **Doordarshan** in **Agricultural Department**, Lucknow (2009-2010).
* Also working with **ADD FILMS** related to **Consumer Foreum** as well as in **Agricultural Advertisments**.
* Experience in Recording, Voice-Overing and Editing(Voice).
* Worked  as a **Co-Ordinator & HRD** in **TV-24  NEWS CHANNEL** at **DEHRADUN.**
* Presently Working with **LIVE UTTARAKHAND**  (a web portal powered by Sahara-Next) at Lucknow.
* **SKILLS:**
* A creative person possessing effective communication and script writing with an ability to develop a strong sense of bonding with listeners.
* Have a flair for writing, Scripting.
* Active participation in Stage Shows, Dances and Singing Shows (Since 1999-untill now).
* Having a great flair of **Travel and Tourism**
* Sincere, confident and hard working approach to complete the assigned task on time.
* Ability to blend & bond well with all.
* Good oriented & positive attitude.
* **PERSONAL**

**DETAILS:**

**Name                       :**Rajni Ojha

**Designation :** Co-Ordinator

**Father’s Name        :**  Mr. Dinesh Chandra Tripathi

**Mother’s Name       :**  Mrs. Savitri Tripathi

**Date of Birth           :** 5th July, 1989

**Gender                    :**  Female

**Martial Status         :**  Married

**Languages Known :**  Hindi & English

* **PERSONAL**

**TRAITS:**

I am a responsible, responsive & reliable individual with strong problem solving & analytical skills. Always ready to learn & undertake challenges, good management skills & have ability to form cohesive team environment.

        I have by acknowledge that the above furnished details are true to be the best of my knowledge.

* **I Believe:**

I believe only main two skills:-

“**Hardworking and honesty”.**

**RAJNI  OJHA**

Lucknow