**MUSKAN SINGH**

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**Address:**314 6th main 11th cross

AGB Layout

Post-Chikkabanavara

District-Bangalore

(Karnataka-560090).

**CAREER OBJECTIVE**

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

**EDUCATIONAL QUALIFCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Board/University** | **School/College** | **Year of passing** |
| Bachelor of Commerce  (B.Com) | Banasthali  University | Banasthali  University | Pursuing  (Last Semester) |
| 12th Standard | CBSE | Sunbeam School Laharatara | 2017 |
| 10th Standard | CBSE | Sunbeam School Lahartara | 2015 |

**TECHNICAL SKILLS**

* I.T Skills : MS Office and Tally.
* Operating Software : Windows (XP, Vista & 7, 8,10) , Mac OS.

**PROJECT**

* Survey on Digitalisation:

Description-To know how many people are aware of digital India.

* Internship as HR in TVS Credit Service Limited,Bangalore.

**EXTRA CURRICULAR ACTIVITIES**

* Member and Participant in SYNERGY for the year 2017-18 at FMS-WISDOM,Banasthali University.
* Participant of National Conference on Bhartiya Prabandhan.
* National Conference on Investement Management.
* Ardent Reader Award.
* Certificate course in French Language.

**PERSONAL QUALITIES**

* Highly motivated and eager to learn new things.
* Strong motivational and leadership skills.
* Excellent communication skill.

**AREAS OF STRENGTH**

* Adaptable
* Friendly
* Punctual
* Team Worker
* Flexible

**HOBBIES**

* Reading books.
* Love to travel and meeting people.

**PERSONAL DETAILS**

**Date of Birth:** 03/09/2000

**Gender:** Female

**Nationality:** Indian.