

CURRICULUM VITAE

Shreya Khandelwal

Contacts:

E-mail:

khandelwalshreya2418@gmail.com

Mobile : +91 9437901836

Present Address:

Shreya Khandelwal
At – W.No – 09, K.C.Circle
Po/Ps– Baripada
Dist – Mayurbhanj,
Orissa -757001

Permanent Address:

Shreya Khandelwal
At – W.No – 09, K.C. Circle
Po/Ps– Baripada
Dist – Mayurbhanj,
Orissa -757001

Objective:

- To be an integral part of the company/Organization /Institution by owing and being accountable to my assignments and to work sincerely with result-oriented for the development of the organization.
- Seeking a more challenging position and responsibility that would enable me to utilize and enhance my full potentialities.

Educational Qualification:

- 10th Standard (C.B.S.E) From Satya sai vidya vihar with 62%
- 10+2 (C.B.S.E) From Satya sai vidya vihar in 2014with 50%.
- B.Com (N.O.U) From M.P.C (Auto) college, in 2017 with 69%.
- MBA (N.O.U) From North Orissa University, in 2020 with 68%

Technical profile:

- **Operating Systems:** Windows 98, XP, Vista, 7, 8, 10
- Working Knowledge on MS-Office (Word, Excel and PowerPoint)
- Certificate course – Basics in C, C++

Work Experience:

- Fresher

Strength:

- Having bold and hard working ability can perform any task given in a better way.
- Open to learn new skills & willing to work long hours, as required.
- Effectively manage and complete multiple diverse activities to meet timelines.
- Ability to work in team and make every move a learning experience and thereby improve my talents, my work and myself.

Personal Data:

Father's Name: Raj Kumar
Khandelwal

Date of Birth: 24th May 1996

Sex: Female

Nationality: Indian

Marital Status: Single

Languages Known: English, Hindi
& Oriya

Interests and

Hobbies: Listening Music, Reading
Novels, Travelling, Dancing.

Personal Skills:

- Comprehensive problem solving abilities.
- Ability to learn quickly.
- Proficiency in both oral & writing communication skills.

Declaration:

I hereby declare that all the details furnished above are true to my knowledge and if I am given an opportunity in your esteemed organization I will discharge all my duties to my superior in a sincere way.

PLACE:BARIPADA

DATE:

SIGNATURE

(Shreya Khandelwal)

