

RESUME

Punita Khurana

62/81 Heera Path
Mansarovar, Jaipur
Rajasthan

Contact Details

Mobile : 8742810442
Mail ID: punita95khurana@gmail.com

CAREER OBJECTIVE

“ To secure a position by hard work, dedication and the ability to acquire new skills with advantage any company I work for . “

COMPETENCIES

- Hard working
- Team oriented person with strong determination
- Adaptable to any kind of environment
- Good communication Skills
- Positive attitude

PROFESSIONAL QUALIFICATION

NAME OF THE INSITUION	DEGREE	BRANCH	YEAR OF PASSING	PERCENTAGE OBTAIN	UNIVERSITY
Rajasthan University	B. com	Commerce	2017	50.73	Rajasthan University

EDUCATION	NAME OF THE SCHOOL	YEAR OF PASSING	PERCENTAGE OBTAIN	BOARD
Senior Secondary	DPS	2013	62.80	Rajasthan Board
Secondary	DPS	2011	54.00	Rajasthan Board

TECHNICAL SKILLS

Operating System

: Windows XP, 7

MS-Office

: Word, Power Point, Excel & Outlook

RSCIT

: Good Basic understanding of IT

RESUME

Work Experience

BHUSHAN SYSTEMS & CONSULTANTS LIMITED – 1 YEAR EXPERIENCE

AS (MARKET SUPPOTER CO - ORDINATOR)

AREA OF INTREST

- Curious and eager to learn New Things
- Reading books
- Listening music
- Dancing

PERSONAL DETAILS

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| • Name | : Punita Khurana |
| • Date Of Birth | : 28 th August 1995 |
| • Address | : 62/81 Heera Path, Mansarovar, Jaipur |
| • Father's Name | : Mr. Jagdish Khurana |
| • Mother's Name | : Mrs. Pooja Khurana |
| • Marital Status | : Single |
| • Language Known | : English, Hindi |

DECLARATION :-

I, Punita Khurana D/O Mr. Jagdish Khurana declare under the oath that the details cited above are accomplished by me, and these are true, correct and complete to the best of knowledge .

Signature:

Date:

Place: Jaipur

Punita Khurana

