|  |  |
| --- | --- |
| **RESUME**  **I:\pp - 8 copy.JPG**  **Mona Verma**  **Permanent Address:**  **Tootwari, Devi Asthan,**  **Ganga Mahal**  **Gaya (Bihar)**  **Pin Code- 823001**  **Temporary Address:**  **A [601] Neelkhanth Apartment**  **Near GyanVihar University**  **Mahal Jagatpura, Jaipur.**  **Cell No. 07737438208**  **08696099372**  **E-Mail:**  **mona.gaya.bihar@gmail.com**  **Personal Profile:**  **Father’s Name : Mr. BirendraPratap Singh**  **Date of Birth : 08-August-1990**  **Gender : Female**  **Marital status : Single**  **Hobbies:**  ** Playing badminton**  ** Listening to music**  ** Dancing**  ** Painting**  ** Visiting new places** | **CAREER OBJECTIVE**  **An enthusiastic, energetic, flexible, innovative and self-disciplined fresh Management individual seeking opportunity to play a challenging & creative role with a commitment to excellence.**  **ACADEMIC QUALIFICATION**  **B.B.M. (Hons.): Graduated from Gaya College, Gaya (Bihar) in 2012**  **12th Standard: HSSC from CBSE Board (D.A.V.) Gaya (Bihar) in 2009**  **10th Standard: HSC from CBSE Board (D.A.V.) Gaya (Bihar) in 2007**  **PROFESSIONAL QUALIFICATION**  **M.B.A (H.R) from Suresh GyanVihar University, Jaipur**  **JOB EXPERIENCE**  **Working as Process Associate at Genpact in Jaipur.**  **SUMMER INTERNSHIP**  **45 days of Summer Internship from ATC Global India PVT LTD Co.Jaipur, May- June 2013.**  **AREA OF ACADEMIC INTEREST**  **Finance, HR and Operations**  **Personnel Management**  **ACHIEVEMENTS**  **Editor of HR Newsletter, March 2014.**  **Event coordinator in Exuberance business fest, March 2014.**  **Contributor of Management Magma Fest 2013.**  **Editor of HR Dictionary, October 2013.**  **Coordinator of HR Workshop based on Recent trends in HR, 2013.**  **Event coordinator in Management Fest 2013.**  **Sport award for handling customer request in genpact.**  **SKILLS**   * **Power point presentation, Quiz Competition, Debate, Seminar, Data analysis, MS Office.** * **Quick decision making ability and smart working attitude** * **Leadership Quality** * **Managerial skill** * **Team work** * **Basic E mail writing skills**     **DECLARATION**  **I confirm that the information provided by me is true to the best of my knowledge and belief.**    **Place: Jaipur**  **E:\kohinoor- study\SIGN M.jpg**  **(Mona Verma)** |