**CURRICULLUM VITAE**

**PRIYANKA BHATI** E-11/627, Malviya nagar, South Delhi Email Id:-priya.rawat32@gmail.com Ph no.:-+91 9650064673,+919509732672

**Career Objectives:**

Seeking challenging assignments with an organization of repute that lends me a supportive and cooperative learning environment with ample chances to contribute and diversify my knowledge and skills, with potential for recognition, advancement where there will optimum utilization of my skills.

**Work Experience:**

* Worked as **Technical Support Executive** in **IBM Daksh India Ltd**.(2011-2012) .Gurgaon
* Worked as **Counselor** in **DMC Education pvt Ltd**. (2012-2014).New delhi
* Working as **Senior Counselor** in **JK Business School** .(2015-Present).New delhi

**Roles and Responsibilities in IBM Daksh India Ltd. (2011-2012):**

* Experience in handling service desk operations. Sound Technical knowledge of Computers.
* Experience in troubleshooting of ISP and Internet related issues.
* Able to solve queries related to pop ups, virus, laptop, Printer, scanner issues.
* Knowledge of Operating system, Software (MS-Office) , hardware peripherals.
* Installation/uninstallation of Software
* Remote desktop Support.
* Experience in handling end user calls/emails.

**Roles and Responsibilities in DMC Education pvt Ltd. (2012-2014):**

• Having Strong written and oral communication .  
 • Goal-driven work ethic and able to work proactively to realize targets.   
 • Ability to work in and manage teams.   
 • Able to track record of productive engagement with customers and a Customer-centric

attitude.  
 • Understanding of online marketing and education industry.

**Roles and Responsibilities in JK Business School (JK Group) (2015-present):**

* To guide the perspective learner in order to achieve his/her career objective.
* Giving right consultation to students according to their educational background.
* Providing information about various courses to the students and guiding them about the best course which will be suitable for them. Maintain Batch record of student who takes admission in system.
* Preparing Customer Analysis Report.
* Identifying prospective students through reference, follow-ups & responses to the promotion activities.

**Projects:**

* Completed Summer Internship in M.C.A from **JK Tech Centre** as SAP PP Trainee.
* Concept of the project:- Designing and Implementing **Employee Leave Management System** in **SAP ABAP** **Language**. The project was to maintain record of leaves made by employees of an organization. With the help of this project salary slip can easily be generated. It also contains information of an employee login and logout attendance.
* Completed project in B.C.A on **Online Coaching Institute.**
* Concept of the project :- Designing and implementing **Online Coaching Institute** in **C Language.** The project was to maintain courses for engineering ,medical and management studies. With the help of this project online teaching would be given to students.
* Completed project in M.C.A on **Shoe Store Management System** in **Visual Basic ++ Language.**
* Concept of the project:- The project was to purchase shoes online. Bill generation ,Id generation ,bill payment is to be done in this project.

**Academic Qualification:**

* **Master of Computer Application From Lucky College of Professional Studies.(Rajasthan Technical University,Kota**) .(2011)
* **Bachelor of Computer Application** **from Lachoo Memorial College of Science and technology. (Jai Narayan Vyas University, Rajasthan).(**2008)
* Senior School Certificate Examination; Rajasthan Board.(2004)
* Secondary School Examination; Rajasthan Board.(2002)

**Corporate Exposure:-**

* **IBM Daksh India Ltd ,** Gurgaon
* **JK TECH CENTRE** , Faridabad .
* **JK BUSINESS SCHOOL** , New Delhi.

**Professional Skills:**

* Interpersonal skill
* Team player
* Reliable & ability to get the job done through others
* Commitment

**Personal Details:**

Date of birth : 30th October 1987

Father’s name : Mr.Mool Singh Bhati

Mother’s name : Mrs.Shakuntala Bhati

Marital status : Unmarried

Gender : Female

Nationality : Indian

Languages known : English and Hindi, Marwadi

**Declaration:**

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

**Dated:**

**Place: South Delhi**

**Priyanka Bhati**