**CURRICULUM VITAE**

South city 1

Gurgaon (Haryana)

Thakurmalika50@gmail.com

Ph.no.-9115638182

##### **Nagma George**

**Objective:**

Objective is to work in a growing organization to prove my skills and talents. Seeking a challenging opportunity in a dynamic environment where innovation, education and sense of ownership are valued.

**Academic Background:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Qualification** | **Year** | **Board** | **Result** |
| **1.** | Class 10th | 2007 | ICESE | 60 |
| **2.** | Class 12th | 2009 | HP  HIMACHAL BOARD | 70% |
| **3.** | Graduation(B.sc it) | 2015 | PU | 75% |
| **4** | B.ed | 2015 | MDU |  |
| **.** |  |  |  |  |

**Computer Proficiency:**

* Computer basics
* Internet
* MS-Office

**PROFESSIONAL QUALIFICATION**

**Two year diploma in Computer Science from South Delhi Polytechnic for Women**

**Interests and Hobbies:**

* Watching T.V
* Listening music

**Work Experience:**

Worked with GRADE one Event Management Company for promotional events for companies like: - HTC, Samsung, L’Oreal, Lakme, Cadbury.

Worked with Aura Event Management Company for promotional events for companies like: - Toyota & Honda.

Worked as a counsellor in **Fostiima Business School**, Delhi from 28th may 2013 to till 26th march 2015.With the key responsibilities of:-

* Doing initial education counseling.
* Assisting the students with filling of forms.
* Providing information about the course.
* Learn the methods and tactics of admissions.
* Coordinate with the university.
* Assisting parents or careers to make informed decisions about their child’s education.
* Maintained the records of the fees details and student details.
* Handled documentation work.

Worked as a senior counselor in Trustway educational Consultancy from 1st april 2015 to 15th august 2015.

**Working Attitude:**

* Strong will power and high degree of diligence are my positive attributes.
* Complete attention with dedicated involvement towards the task given to me.

**Strength & Virtues**:

* Confident and optimistic.
* Willingness to learn and accept challenges.
* Strong determination towards any given task

**Languages Known:**

* Hindi
* English

**Personal Vitae:**

Date of Birth : 12 Nov, 1990

Father Name : Tejinder Thakur

Gender : Female

Marital Status : Married

Nationality : Indian

**Declaration:**

I hereby do solemnly affirm that the details furnished above are true up to the best of my knowledge.

**DATE :-**

**PLACE :-** (**Nagma George**)