RESUME

**CHETNA MALIK**

RZ 84 DWARKA VIHAR DHARMPURA EXT NAJAFGARH, DELHI-110043 MOB:- 8595612667

Email:- [CHETNAMALIK98@GMAIL.COM](mailto:CHETNAMALIK98@GMAIL.COM)

**CAREER OBJECTIVE**

* To do my best by applying all of my skills and knowledge in your organization & move ahead in life with my hard work &dedication.

**EDUCATIONAL QUALIFICATION**

* 10thpassed fromCBSE.
* 12thpassed fromCBSE.
* GRADUATION IN BPES FROM BARKATUALLAH UNIVERSITY MP.

**WORK EXPERIENCE**

* Experience For One Year HR Solution in BPO.
* Experience for One Year in Billing & Accounting in RR Legal Partners LLP .
* Experience for Two Years in Aastha Jewellers Multitrade Company as a Company Planner.
* Experience for One Year in HR DEPARTMENT in FLIPKART.

**ADDITIONAL QUALIFICATIONS**

* Basic Knowledge of Computer & Internet.
* knowledge of Excel.
* Tally knowledge.
* Billing Knowledge.
* Accounting Knowledge.

**PERSONAL DETAILS**

* **Father’sName :** Mr. DALJEETMALIK
* **DateofBirth :** 16/07/1999
* **Gender :** Female
* **MaritalStatus :** Single
* **Nationality :** Indian
* **Religion :** Hindu
* **LanguageKnown :** Hindi &English
* **Hobbies :** Sportsperson

# Date: …………….

**Place:…………… ( CHETNA MALIK )**