**PRABHAT KHARKHODIA**

**Cont. no-   9650855430**

**Email ID-** [**prabhatkharkhodia@gmail.com**](mailto:prahatkharkhodia@gmail.com)

**Add:-           F- 65 Kunwar Singh Nagar Nangloi, Delhi- 110041**

**➢ CAREER OBJECTIVES**

​​**Seeking opportunity to work for an organization of repute, contributing in the optimal way with the basic talents acquired in my academic and professional learning. And continue to acquire knowledge, learn and grow through the processes and systems I interact with**.

**➢ COMPUTER OR TECHNICAL SKILLS**

* **English Typing**
* **MS Office (MS Word, Excel, Power Point)**
* **WORDPRESS**

**SKILLS**

* **Good written and oral communication skills**
* **Quick and correct decision making skills**
* **Can work effectively in team, as well as individually**
* **Quick learner and keen observer of things**
* **Computer savvy**

**ACADEMIC QUALIFICATION**

**​**

* **HIGH SCHOOL  FROM CBSE BOARD (2012)**
* **INTERMEDIATE FROM CBSE BOARD (2014)**
* **GRADUATION FROM RAJDHANI COLLEGE, DELHI UNIVERSITY (BA ENGLISH) (2017)**
* **POST GRADUATION FROM IGNOU (MA ENGLISH) (2020)**

**​​​​​​​​EXPERIENCE**

* **2 MONTHS INTERNSHIP WITH DU VIBES AS A CONTENT WRITER.**
* **9 MONTHS FULL TIME CONTENT WRITER IN AMICI GLOBAL SOLUTIONS.**
* **CURRENTLY WORKING AS CONTENT WRITER IN K2 GROUP INDIA**

**➢ HOBBIES**

* **PHOTOGRAPHY**
* **TRAVELLING**
* **COOKING**

**➢ PERSONAL DETAIL**

* **Name​-                    PRABHAT KHARKHODIA**
* **Fathers Name-      Mr. RAVINDER KUMAR**
* **D.O.B.​​-                   22/07/1996**
* **Marital Status-       UNMARRIED**
* **Religion​-                 HINDU**
* **Languages-            HINDI, ENGLISH**
* **Permanent Add-     F-65 KUNWAR SINGH NAGAR, NANGLOI, DELHI -110041**

**➢ DECLARATION**

**I hereby declare that the particulars given here are true and complete to the best of my knowledge and belief.**

**Place                                                                                       PRABHAT KHARKHODIA**

**Delhi**                                                                                                ​​​​(**Signature of the Applicant)**

**​​​​​​​**