**RESUME**

**Kriti**

H. No. 805/5, Shyam Colony

Sehatpur Ext. Faridabad Haryana (121003)

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**Career Objective:**

To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of the employer and at the same time my individual growth.

**Academic Credentials:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Institution** | **Affiliation** | **Year** | **Course** | **Percentage** |
| 1. | DAV Centenary , Faridabad | MDU, Rohtak, Haryana | 2016-2019 | B.A. JMC | 72% |
| 2. | Govt. Girl Sr. Sec.School, Badarpur, New Delhi | C.B.S.E. | 2015 | Intermediate | 60 % |
| 3. | Govt. Girl Sr. Sec.School, Molarband, New Delhi | C.B.S.E. | 2013 | Matriculation | 72 % |

**Work Experience**

* **From January 2020 working attached with Project Manager and Manager (Tech) National Highway Authority of India PIU- Dwarka as an Computer Operator** and Job profile including E-mails, Documents, RTI Portal, PG Portal, PMS Portal and procurement and supervision, correspondence with PIUs, of NHAI.

**Key Skills:**

* Good communication skills
* Flexible and Adaptable
* Good listener
* Creative thinker
* Quick learner
* Ability to rapidly build relationships and Set up trust.
* Self-Motivated.
* Team Player.

**Personal Dossier:**

Fathers name : Sh. Vijay Pal

Date of birth : 29th Oct, 1997

Sex : Female

Nationality : Indian

Hobbies : Travelling, Interacting with people,

Watching Comedy Shows & Listening Songs.

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place:

Date: **Kriti**