

# CURRICULAM VITAE

## **RIYA VERMA**



H. NO. 454/455 B, St. No. 13

West Guru Angad Nagar

Laxmi Nagar, Delhi 110092

Contact No. – 9953243548

Email : [riyav1498@gmail.com](mailto:riyav1498@gmail.com)

## **OBJECTIVE**

To worked with an institution that gives me opportunity to grow and making sure that my hard work and sincerity fully justify my expectations.

## **ACADEMIC QUALIFICATION**

- 10th passed from CBSE.
- 12th passed from CBSE.
- Pursuing B. A 2<sup>nd</sup> year from Delhi University.

## **Work Experience**

- 3 months worked with Skylight.
- 4 months worked with Monarch Trading.
- 1.8 year worked with G.S. Academy.

## **Strength**

- HARD WORKING
- POSITIVE ATTITUDE
- COOPERATIVE
- PATIENCE
- PROFESSIONAL APPROACH.

## **Communication Skills**

- Established and improved client communicated on-going relationships, addressed customer inquiries and deliver information proposed suggestions provided.

## **Technical Skills**

- Knowledge of Computer Applications.

## PERSONAL DETAILS

Father's Name :- Mr. RANJEET KUMAR  
Date of Birth :- 21<sup>st</sup> Dec. 1999  
Marital Status :- Unmarried  
Language Known :- Hindi, English  
Nationality :- Indian

## Declaration

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

Date

Place

**RIYA VERMA**