

Khayati

House no.112, Keshav nagar, Dhobi ghatt near Batra Continental Palace
98554 44076 • khayatiwalia09@gmail.com

Work Experience

Administrative assistant

August 2021 - October 2021

Walia's Academy and Immigration

Education

Graduation

Jun 2019 - Jun 2022

Glocal University Sharanpur

- Specialized in Bachelor of Science.

Diploma in IT

Aug 2018- May 2019

Continental Institute For International Studies

- Specialized in Web designing with 79%.

Senior Secondary education

2016-2018

Triple-M Public School

- Passed 12th in State board in Non- Medical stream by 67%.

Matrix

- 2016

Sarvhitkari Vidya Mandir School

- Passed 10th in State board by 86%.

Other Activities

- I enjoy listening to music and sharing a great meal with friends.

Skills

- Trilingual (English, Hindi, Punjabi).
- Computer skills.
- Organization.
- Adaptability.
- Teamwork.
- Hard-work.
- Communication.
- Dedication.