

## **PREETI**

Rz 112 Gali no-3 Vaishali  
New Delhi – 110045  
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### **CAREER OBJECTIVE**

To work with an organization where performance is recognized, appreciated and suitably rewarded so as to grow professionally, socially and economically in conjunction with organization goals and objectives.

### **PROFESSIONAL BACKGROUND**

<b>Year</b>	<b>Level / Course</b>	<b>Institution / University / Board</b>	<b>Status</b>
2022	Stenographer and secretarial assistant (English)	ITI Arab Ki Sarai Nizamuddin	Completed (88.5%)

### **ACADEMIC BACKGROUND**

<b>Year</b>	<b>Level / Course</b>	<b>Institution / University / Board</b>	<b>Status</b>
2023	Bcom. Programme	Jesus and Mary College, University of Delhi, New Delhi	Completed
2020	Class XII	C.B.S.E, New Delhi	80.1%
2018	Class X	C.B.S.E, New Delhi	70.8%

### **SKILLS**

- Team work
- Positive Attitude,
- Basic knowledge of computer

### **EXTRA-CURRICULAR ACTIVITIES**

- Actively participated in various competitions at school level.

- Done an internship at Mahindra Holdings (Share Khan) for Trading.
- Participated in WE & TECH - WOMEN ENTREPRENEURS AND TECHNOLOGY organized by MasterCard and Learning Links Foundation.
- Participated MAHINDRA PRIDE CLASSROOM for participating in EMPLOYABILITY SKILL DEVELOPMENT TRAININGPROGRAMME Organized by Naandi Foundation
- Participated in Inshakti - Women Entrepreneurship program organized by INSHAKTI FOUNDATION.

### **PERSONAL INFORMATION**

- Date of Birth: 27<sup>th</sup> Jan 2003
- Language known:English, Hindi, English
- Marital Status:Single
- Nationality:Indian