

RESUME

H.NO 994,Sandhu Colony,
Majitha Road,
AMRITSAR(PB)
Mobile No:9569523638,798654696
Email: dikshasoni671@gmail.com

DIKSHA

OBJECTIVE

Seeking an opportunity to put all of my knowledge ,skills & potential for the development of organization as well as for myself.

ACADEMIC BACKGROUND

- B.Com from GNDU with 60% marks in 2016
- 10+2 (commerce)from PSEB Mohali with 76% in 2013
- Matriculation from PSEB Mohali with 69% in 2011

WORK EXPERIENCE

- Served as a teacher in the school for 2 years
- Worked as a billing representative for 4 months

KEY SKILLS

- Good communication and interaction skill.
- Ability to work as a team with coordination and harmony.

STRENGTH

- Good communication and interpersonal skill
- Excel in high pressure situations
- Pleasant behaviour
- Punctuality

LANGUAGES KNOWN

- Hindi
- English
- Punjabi

PERSONAL DETAILS

Father Name : Sh.Narayan Singh

Date of Birth : 13 Nov 1994

Gender : Female

Marital Status : Single

Nationality : Indian

Date:

Place: Amritsar

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