**PRATIKSHA SAXENA**

Email *🖂*:- pratikshasaxena95@gmail.com

Mob: +919354956143

CAREER OBJECTIVE:-

Seeking to work as a key player in challenging and creative environment of a leading organization there I utilize my practical and also theoretical knowledge.

PROFESSIONAL QUALIFICATION:-

1. Course : DIPLOMA IN MS-OFFICE & TALLY
2. Institute : ICE COMPUTER INSTITUTE SAHIBABAD (GHAZIABAD )

ACADAMIC QUALIFICATION:-

1. 10th from U.P. Board in 2010.
2. 12th (ARTS) from U.P. Board in 2012.
3. B.A (2013-2015) from C.C.S. university Meerut **.**

COMPUTER PROFICIENCY:-

1. Operating Platform Known : Win98/2000/XP/Vista/Win7, 8 & etc.
2. Application Known : Internet, Photoshop, Corel draw, MS Office {Excel, Word, Power Point, & etc}

3 Tally : Tally ERP.9,

4 Typing Speed : 25 To 30 WORDS/Min in English

EXPERIENCE:-

1. Fast Track Auto care india pvt ltd as a Cashier (From June 2015 To 2018 ) in Noida.
2. Two year teaching experience in Foundation Public School And Home Tution.

STRENGTHS:-

1. Reporting skills.
2. Self Motivated and Energetic.
3. Sincere, Dedicated and Hard Working.
4. Positive Attitude.

PERSONAL INFORMATION:-

Name : Mrs. Pratiksha Saxena

Husband Name : Mr. Rahul Saxena

Date of Birth : 31-JUL-1995

Gender : Female (Single)

Marital Status : Married

Nationality : Indian

Contact No : 91+9354956143, 9711886254

Permanent Address : C-1606,Jahangirpuri,Delhi

Hobbies : listening music & reading books

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

*Place:-*

*Date:-*

*Signature:-*