Curriculum Vitae

Name-Khushi

**Address:**

PP Compound

Ranchi – 834001

Jharkhand

**Contact No:**7545942301

**Email Id:** khushi211094@gmail.com

**OBJECTIVE**

To work in a challenging atmosphere by exhibiting my skills with utmost sincerity and dedicated hard work for the growth of your esteemed organization and accelerate professional growth.

# EDUCATIONAL QUALIFICATIONS:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **INSTITUTE** | **BOARD/UNIVERSITY** | **PERCENTAGE** | **YEAR OF PASSING** |
| M.B.A. (H.R.) | Distance | Jaipur National University, Jaipur, Rajasthan | 63% | 2016 |
| B.Com (Accounts) | V.K.S.U. Arrah, Bihar | Veer Kunwar Singh University Arrah, Bihar | 63% | 2014 |
| Higher Secondary (class xii) Commerce | Har Prasad Jain College Arrah, Bihar | Veer Kunwar Singh University Arrah, Bihar | 58.2% | 2011 |
| Secondary (class x) | D.K. Carmel Arrah, Bihar | Central Board of Secondary Education (C.B.S.E.) | 52% | 2009 |

**WORK EXPERIENCE**

Working as DEO in THE TELEGRAPH NEWSPAPER

**SKILLS**

\*MS OFFICE,TALLY

\*COMPANY LAW AND COMPLIANCES

\*INDUSTRIAL AND LABOU LAWS

\*SECURITIES MARKET

\*HR MANAGEMENT,RECRUITMET,APPRAISAL,PAYROLL

\*SALES AND MANGEMENT

**PERSONAL INFORMATION**

**Fathers Name :** LateSri. Yeogendra Prasad Singh.

**Date of Birth :** 21st October, 1994.

**Gender :** Female.

**Marital Status :** Single.

**Languages known :** English, Hindi.

**Hobbies :**CONTENT WRITING,FINANCIAL ADVISING

**PROFESSIONAL EXPERIENCE**

**1.** ORCHID MEDICAL CENTER(HOSPITAL)

**DESIGNATION**- INTERN

**Duration -**15 days of training in orchid medical centre

**Responsibilities .**Recruitment, Induction and orientation,MIS,personal file management,documentation

**2**.**THE TELEGRAPH**

**DESIGNATION-CUSTOMER RELATIONSHIP MANAGER**

**Duration-** August 2019 till present

**Responsibilities-**Lead generation via cold calls,open market,inside sales and lead conversion by proper protocol,therafter management of customer ,provision of services and query resolving.

**Declaration**

**I hereby declare that all the above given information are true and best to my knowledge.**

**Date : SIGNATURE:**

**Place:**Ranchi , Jharkhand