

Curriculum Vitae

Contact No: - 8851618026

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Kajal Kapoor

Hno.672/14 sec14

Sec 14

Gurgaon

CAREER OBJECTIVES

To seek a better opportunity in your esteemed organization and to make my career under your directional approach and enthusiastic guidance of your organizational team, This will make me a part of your management. I wish to continually learn and attain the job satisfaction by the optimum utilization of my qualifications and experience or contribute towards the objective and growth of the organization.

PROFILE

I am driven in all my endeavors by a commitment to excellence. I have the attitude to learn and work in teams. Facing challenges and meeting deadlines are my strengths. Looking forward to work in creative, challenging and learning atmosphere, which provides ample opportunities for growth in the BPO field.

AREA OF INTEREST

Training and quality

PROFFESIONAL & OTHER QUALIFICATION

B.Com pursuing

ACADEMIC QUALIFICATION

Intermediate (12th) Passed.

Matriculation (10th) Passed.

Experience

I have 1.5 years experience as SME at Squareyards Ltd.
At present working with 360 Realtors as Sales Coordinator

COMPUTER PROGRAMING SKILLS

Office Package: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook Express

Internet : well knowledge of Internet and webmaster (web, directory, search engine and portal sites)

Personal Detail:

<i>PERSONAL PROFILE</i>	
Father's Name	Mr Pardeep kapoor
Date of Birth	19 september 1995
Address	Gurgaon sec 14
Contact Number	+918851618026
E-mail	Kajaladore123@gmail.com
Sex	Female
Marital Status	Single
Nationality	Indian
Language Known	English & Hindi
Hobbies	Listing music & Reading novels

I hereby declare that all the above-furnished information is correct to the best of my knowledge

Place: Gurgaon

Date: ___/___/____
[Kajalkapoor]

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