

MISS KALYANI SHARMA

31, Nyay Nagar, Sukhliya, Near Mar Thoma Higher Secondary School, Indore (Madhya Pradesh)
7697712956 | sharmakalyani317@gmail.com

CAREER OBJECTIVE

To achieve a meaningful and stable life for myself and give a better future to my loved ones

EXPERIENCE

- **Genuine Jobs Solution** *29 January 2018 - 2 February 2019*
Assistant H R
To recruit candidates according to their profile & Companies need.
- **IIFL** *4 February 2019 - 14 June 2019*
Back Office Executive
To open Demat Account online by calling people.

EDUCATION

- **K.K Vigyan Avam Vyavasayik Adhyayan Mahavidyalay**
Bachelor's of Commerce
75%
2018
- **Mar Thoma Higher Secondary School**
12th
78%
2015
- **Mar Thoma Higher Secondary School**
10th

2013

TECHNICAL SKILLS

- Basic Knowledge of Computer
- Selection Process

ACHIEVEMENTS & AWARDS

- School Basketball Team Caption
- Physical Education Student
- College Cricket Match Runner up team player
- College activities participate
- 100% Attendance in Office and School

INTERESTS

- Reading Books
- Computers
- Explore Things
- Travelling

PERSONAL STRENGTHS

Easy in Learning anything

PERSONAL PROFILE

- Date of Birth : 29th May
- Marital Status : Single
- Nationality : Indian
- Known Languages : Hindi, Marathi, Punjabi, Sanskriti & English
- Hobby : Reading Books and Explore new places
- Sex : Female

DECLARATION

I here by declare that all the information given above is true nad there is no galt in it

Date : / September/ 2019

Place : Indore

MISS KALYANI SHARMA