**RESUME**

**Sheetla Rathor**

H No. -323, Gali No. 6

Pragati Vihar Near Thapar Gate

Khora Colony, Noida U.P. 201301

 **Mobile No: 6392701430**

 **Shiturathor11@gmail.com**

**Objective:**

Looking for a position as **Sales/Marketing Executive** in an established organization where I could perform my skills and ability for the mutual future growth and profit.

**Skills:**

* Good Coordinator
* Team Work
* Sound Knowledge of Computer
* Can manage multiple task

**Educational Background:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Examination** | **University** | **Year** | **Subject** |
| B.SC | Mundel Khand  University | 2017 | Physics, Chemistry,Zoology |
| Intermediate (Science) | U.P Board | 2014 | English, Physics, Chemistry,  |
| High School | U.P Board | 2012 | English, Math, HindiScience Social Science |

 **IT Skills:**

Successfully completed computer concepts and elementary level of basic programming.

**Experience:**

1 year experience in Adroit Pvt. Ltd. As a CCE.

**Communication Skills:**

Excellent in reading, writing and Speaking English.

**Personal Qualities:**

1. Believe in Hard work.
2. Friendly and Co-operative to the senior and colleagues.
3. Show self initiative& Flexible in instruction taking.

**Personal Details:**

Father Name : Mr. Prem Babu Rathore

Date of Birth : 11th July 1998

Nationality : Indian

Marital Status : Unmarried

Sex : Female

Language known : Hindi, English

**Hobbies:**

Travelling, Gardening

**Declaration:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Date: 23/05/2019**

**Place:- Noida**