

**KARISHMA CHAUHAN**

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**Objective:** To achieve professional excellence and growth in career in line with organizational growth and maximize my potential in providing Analytical advice and services.

**PROFILE SUMMARY**

- Ability to quickly understanding markets, technologies, and business requirements.
- Good Organizational skills, Positive attitude towards any difficulty.

**ACADEMIC AND PROFESSIONAL CREDENTIALS**

- ➔ Graduate in B.COM from University of Delhi. (2017)
- ➔ 12th in 2014 from Victoria Girls Sr. Secondary School Delhi (C.B.S.E.)
- ➔ 10th in 2012 from Victoria Girls Sr. Secondary School Delhi (C.B.S.E.)

**TECHNICAL SKILLS**

- ➔ Data Entry Operator course from NIIT
- ➔ Good Typing speed.

**PROFESSIONAL EXPERIENCE**

- ➔ 1 Year of Experience as an Account Executive at R.K. Books.
- ➔ 10 Month of Experience as Online Marketing Executive at “Clevora Global Outsourcing Services LLP” (18-19).
- ➔ Successful multi-subject tutor with an experience of six years in improving student grades. Capable of breaking down complex concepts into easy-to-manage tasks and aptitudes for students. Skilled at teaching students effective study habits.

**ROLES & RESPONSIBILITIES: -**

- ➔ Hard working
- ➔ Individual instruction
- ➔ Flexible schedule
- ➔ Group tutoring
- ➔ Knowledge of commerce and finance
- ➔ Quick learner

**PERSONAL VITAE**

**Present Address:** House no 1776 Katra Narayan Das, Nai Basti  
, Delhi 110006

**Date of Birth:** 1<sup>st</sup> August 1996  
**Languages Known:** English & Hindi  
**Marital Status** Unmarried.

**(Karishma chauhan)**