

RESUME

NITIKA

ADDRESS:-

41, A STREET NO-11 SOUTH GANESH NAGAR NEAR MOTHER DAIRY

DELHI-110092

MOBLIE NO: 8860839536

E-MAIL: nitikabisht777@gmail.com

CAREER OBJECTIVE:-

To be a part of an organization, allowing me the opportunity to implement and improve my skills with the autonomy to produce creative and quality ideas working as a highly knowledgeable and motivated leader in a team environment, and be assigned challenging tasking and project.

WORKING EXPERIENCE:-

- ❖ Worked in IBT institute as back office executive
- ❖ Worked in Akeso Hair Transplant & Cosmetic Surgery as Front Desk Executive
- ❖ Currently working in GISOTAR-USA as Front Desk Executive & Patient Care from June 2019

ACADEMIC QUALIFICATION:-

- ❖ Completed MA from IGNOU University
- ❖ Completed BA honours from Delhi University
- ❖ 12th from CBSE Board
- ❖ 10th from CBSE Board

COMPUTER PROFICIENCY:-

Six months Diploma in MS-office, MS-Word,MS-Excel, Powerpoint and Internet

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PERSONAL PROFILE:-

Father's Name: Mr. Ganesh Bisht

Date of Birth: 15 August 1995

Nationality: Indian

Religion: Hindu

Marital status: Single

Language Known: Hindi and English

DECLARATION:-

I hereby declare all above mention information is true and correct to the best of my knowledge.

DATE**NITIKA****PLACE**