

# Vidhi Rana

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## **Objective:**

- ❖ To build a long-term career and opportunities for career growth.
- ❖ To enhance my educational and professional skills in a stable and dynamic workplace.
- ❖ To solve problems in a creative and effective manner in a challenging position.
- ❖ College graduate seeking a position with an opportunity for professional challenges.
- ❖ To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.
- ❖ To gain employment, which will inspire me to enhance my skills and work as a team player in a positive atmosphere.

## **Education:**

- ❑ **B.A**, (IGNOU University) 2018-2020
- ❑ **12TH BOARD**, (Akali Baba Phoola Singh Sr. Secondary School) 2017
- ❑ **10TH BOARD**, (Akali Baba Phoola Singh Sr. Secondary School) 2015

## **Work Experiences:**

- **Maximum abroad services private limited**
- VISA SERVICES ALL COUNTRY
- TEAM MANAGE
- INTERNATIONAL AND DOMSTIC PACAGES OPRATION.
  
- **MAITRI VISA AND TRAVEL SERVICES**
  - VISA MANAGER
  - ALL COUNTRY VISA OPERATIONS
  
  - To handle the Queries over the mail or telephonic
  - Also maintaining record of courier dispatch
  
- **working with KIDS GROW PRE- SCHOOL as a Receptionist & Faculty from Last 1 year.**
  - To handle the Queries over the mail or telephonic

- To maintain the data of all the on going activities in school
- To maintain the Cash handing data of school ( Like school child fee & Other activities fee)
- **Worked with Air Pvt Ltd for 1 year.**
  - Handling work related to administration
  - Greet and welcome guests
  - Attending calls of Front desk
  - Also maintaining record of courier dispatch
  - Check, sort and forward emails
- **Worked as Personal Secretary for 6 months.**

### **Skills:**

- **Communication.**
- **Ability to Work under Pressure.**
- **Decision Making.**
- **Time Management.**
- **Self-motivation.**
- **Conflict Resolution.**
- **Leadership.**
- **Adaptability**

### **Personal Information:**

**D.O.B :** 15-May-1999

**Sex :** Female

**Nationality :** Indian

**Marital Status :** Single

**Languages Known :** English, Hindi & Punjabi.

**Hobbies:** Learning new things, Painting & Listening Music.

**I HEREBY DECLARE THAT ALL OF THE ABOVE DECLARATION IS GENUINE.**

**DATE:**

**PLACE: NEW DELHI**