

# RESUME

## **Nidhi**

RZ-33, Street No 7,  
Syndicate Enclave, Raghu Nagar,  
Dabri More, New Delhi-110045  
Email: - [nidhi.barar@yahoo.com](mailto:nidhi.barar@yahoo.com)  
Contact No. +91 7678153718

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## **CAREER OBJECTIVE**

To work in an organization where opportunity exists for challenges as well as I can utilize my abilities, aptitude skills and interest and direct them towards the success of the organization and self.

## **STRENGTH**

- Adjustable according to the flow of the organization.
- Positive attitude
- Team player
- Co-operative

## **ACADEMIC QUALIFICATION**

- BA Graduate from Delhi University.
- Passed 12th class from C.B.S.E. Board from Govt. Girls. Sr. Sec. School, Janakpuri-110058.
- Passed 10th class from C.B.S.E. Board from Govt. Girls Sr. Sec. School, Janakpuri-110058.

## **WORK EXPERIENCE**

- Worked with **Akiko Services** as **HR Executive** from 15<sup>th</sup> Oct, 2016 to Feb'2018.
- Worked with **M/s Rajasthan Rainbow Estate Developers Pvt. Ltd (Real Estate Company)** as **Office Assistant** from Sep, 2015 to Sep, 2016.
- Worked with **CSC Financial Services Pvt. Ltd.** as **HR Executive** from

July, 2014 to Aug, 2015.

### **PROFESSIONAL QUALIFICATION**

- Done 6 months Computer Course from **Ubique Institute**.

### **KEY SKILLS**

- Knowledge of **Basic Computer, Corel Draw, Page Maker & Photoshop**.
- Knowledge of **M/S Office, Payroll & Attendance Software & Internet**.

### **HOBBIES**

- Internet Surfing.
- Listening Music.

### **PERSONAL DETAILS**

**FATHER'S NAME** : Mr. Ram Kishore  
**DATE OF BIRTH** : 08<sup>th</sup> July, 1996  
**GENDER** : Female  
**MARITAL STATUS** : Unmarried  
**NATIONALITY** : Indian

### **DECLARATION**

I hereby declare that the above written particular are true to the best of my knowledge and belief.

Place :

Date

**(NIDHI)**