

Rashi Dudeja



Career Objective

Self-driven, result-oriented individual with strong work ethics and creative acumen. Seeking to obtain a challenging and motivating position to be able to be proven a valuable asset to the organization.

ACADEMIC QUALIFICATIONS

Degree	Institute Name	University/Board	Year of Graduation	% Marks
German Proficiency B1	Goethe Institute, Delhi	-	2019	-
M.A. (English Honors) [pursuing]	Indira Gandhi National Open University	Indira Gandhi National Open University	2018 – Present	-
B.Ed.	Delhi Teachers Training College	Guru Gobind Singh Indraprastha University, Delhi	2019	76
B.A. (English Honors)	Ram Lal Anand College	University of Delhi	2017	56.04
12 th	Faith Academy	C.B.S.E.	2014	82.8
10 th	Faith Academy	C.B.S.E.	2012	64.8

KEY SKILLS

- Microsoft Office (MS Word, MS PowerPoint, MS Excel)
- Ability to dive deep into problems and be able to logically deduce solutions for each issue
- Ability to optimize resource utilization by prioritization of solutions basis the key objectives
- Empathetic, adjusting and always ready to learn personality

POSITIONS OF RESPONSIBILITY

Ram Lal Anand College	• Successfully helped manage RLA college fest with a turnout of ~5k students	2015
Faith Academy (12 th)	• Selected amongst many candidates to become one of the school Prefects • Helped in the management of various events as the Prefect of the School	2013 – 2014
Faith Academy (10 th)	• Selected as the class representative amongst a section of ~60 students • Helped the teachers to maintain class records and acted as a bridge between students, teachers and administration	2012
Others	• Helped the library sections in maintaining and generating new records	2019

PERSONAL DETAILS

Date of Birth	• 6 th April 1996
Languages known	• English, Hindi & German
Address	• WZ-300 Lajwanti Garden, Janakpuri, Delhi-110058

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