

Harshita Janani M

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CAREER OBJECTIVE

To associate with progressive organization that gives me scope to enhance my skills according to latest trends and to be a part of a team that works dynamically towards the growth of organization. And hereby utilize my knowledge, communication skill to the best of my ability and be productive profit and growth to the organization.

EXPERIENCE

- Completed Internship at Bajaj Fine Services Pvt Ltd as Marketing executive.
 - Attending customers & explaining them about the benefit of Bajaj EMI card.

ACADEMIC PROFILE

Qualification	Name of the Institution	Board / University	Year of passing	Aggregate in%
BCOM	MS Ramaiah College of Arts, Science and Commerce	Bangalore University	2020	75%
PUC	Shashadripuram Pre University College	Department of Pre University Education	2017	68%
SSLC	St. Claret School	Karnataka Secondary Education Board	2015	85%

KEY STRENGTHS

- Optimizing Sincere and Hard working.
- Quick adoptability to any environment.
- Good Listener & Quick learner.
- Confident and Responsible.
- Willing to learn new things.

- Self Disciplined & Good Communication skills.
- Customer Acquisition, Team Player, Relationship building skills.

TECHNICAL SKILLS



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- MS Word, MS Excel, MS PowerPoint
- Tally

HOBBIES



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- Tennis, Music, Reading Books, Swimming ,Cooking & drawing.

PERSONAL DETAILS



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Date of Birth : 04th Oct 1999

Languages known : English, Kannada, Hindi, Tamil & Telugu.

Nationality : Indian

Sex : Female

Marital Status : Single

KEY ROLES



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- Excellent communication skills, and ability to present complex information in an easy to understand format.
- To help my co-workers – help everyone in performance and be a team player in achieving the Same.

DECLARATION



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

Place: Bangalore.

Date:

Harshita Janani M