**CIRCULLUM VITAE**

 **PURNIMA RANI**

 **Contact No: +91-8295133474**

 **E-Mail ID: purnimakalka@gmail.com**

 **OBJECTIVE:**

My aim is to gain knowledge for my future benefits and good talent in my life.

**EXPERIENCE:**

* 3.10 Years Work Experience in TECH MAHINDRA, CHANDIGARH as an Sr. Associate and an a Admin
* Job Responsibilities which includes but are not limited to:-
1. Working in a Telecom project for International Client.

2. We are working for provisioning the Services to the customers in a defined SLA (Service Level Agreement).

1. Getting Cases related to the Provisioning of the Customers and working on Citrix based environment.

 4. Monitoring of client end services, mail monitoring and client communication through e-mails whenever required.

 **ACADEMIC QUALIFICATION:**

* Pursuing B.com From IGNOU University
* 12th From HBSE Board.
* Matriculation from HBSE Board.
* OneYear Diploma in Computer Applications (Basics & Tally 9.) From Amivika Institute.

 **STRENGTHS:**

* Hardworking & Confident
* Flexible to work in 24\*7 environments.
* Eagerness to learn new things.
* Positive attitude towards life.

 **PERSONAL PROFILE:**

* **Father’s name: JAGDISH LAL**
* **Mother’s name: NEELAM RANI**
* **Date of Birth : 15-June-1992**
* **Languages Known:** **Hindi, English & Punjabi**.

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