

# **CURRICULUM VITAE**

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## **CAREER OBJECTIVES:**

Secure a responsible career opportunity to fully utilize my training and skills and a highly hard-working individual to achieve my goals.

## **ACADEMIC QUALIFICATION:**

- Done Matriculation in 2014 from Punjab School Education Board.
- Done Senior Secondary Education in 2016 from Punjab School Education Board.
- Done Bachelor of Business Administration from Punjabi University, Patiala during the session 2016-19.
- Done Duolingo and secured 110 score.

## **PERSONAL SKILLS:**

- Punctuality
- Responsible
- Honesty
- Team Spirit
- Interpersonal Skills
- Excellent Communication Skills

## **PERSONAL PROFILE:**

- Father's Name: BABU LAL SHARMA
- Mother's Name: USHA SHARMA
- Date of Birth: 03<sup>rd</sup> JULY 1998
- Marital Status: UNMARRIED
- Gender: FEMALE
- Languages Known: HINDI, ENGLISH
- Nationality: INDIAN

- Hobbies: READING NOVELS, LISTENING MUSIC, EXPLORING NEW PLACES

**DECLARATION:**

I hereby declare that all the information mentioned above is true to my knowledge and I bear the responsibility for the above mentioned particulars.

**Regards**

**Rakhi Sharma**