

RESUME

Shreya Goel

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Objective

- To seek a position where I can effectively contribute my skills by applying knowledge and to synchronize my personal growth with that of my organization.

Educational Qualifications

- Matriculation from CBSE Board in 2009.
- Intermediate from CBSE Board in 2011.
- B.com from CCS University Meerut 2014.

Extra Qualifications

- Basic Knowledge of computers.
- Tally ERP 9.0
- Well Versed With Internet.

Work Experience

- 1 year experience as a teacher in Guru Tegh Bahadur Public School.
- 1 year 6 months experience as a Sales CRM (Customer Relationship Manager) in Honda Cars.
- 1year experience as a Project Coordinator (P.M.G.) in Arihant Publication.
- 3 Months experience as a Academic Counselor at Career Pro Ventures Ltd. (I.C.F.M.) Laxmi Nagar New Delhi.

Key Skills & Attributes

- Proficient Communication Skills .

- Smart working and Enthusiastic.
- Self Motivated and Optimistic.
- Keen to learn and improve skills.
- Very Meticulous and Versatile, can work independently or as a part of team.

Personal Details

- Address: 29/32 Hari Nagar, Meerut.
- Father Name Vinod Goel
- Date of Birth: 05-February-1994
- Languages known: English, Hindi.
- Interests: Net surfing, Music, Reading

Date:

(Shreya Goel)