

CURRICULUM VITAE

KHUSHBU YADAV

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Present Address:

D/O Mr. Dharmendar Yadav
Plot no (6) 115/255 adarsh
nagar Maswanpur Kanpur
nagar

Permanent Address:

D/O Mr. Dharmendar Yadav
Plot no 6 115/255 adarsh
nagar Maswanpur Kanpur
nagar

Personal Details:

Date of Birth: 01 Jan 1997

F's Name: Mr Dharmendar Yadav

Sex: Female

Nationality: Indian

Objective:-

A Challenging and positive work environment that provides opportunities for exercising judgment, tact, initiative and analytical skills and contributes towards the growth of organization.

Academic Qualification:-

- Post Graduation Pursuing (MBA) from AKTU Lucknow.
- Graduation (B.B.A) from CVRU University.
- 12th Passed from Allahabad Board (U.P) in 2015.
- 10th Passed from Allahabad Board (U.P) in 2013.

Extra Qualification:-

- BCBF (Four Month) certificate from NULMNSDC SkillIndia.
- Basic Knowledge of computer Application.
- M.S Word, M.S Excel & Internet.

Competencies:-

- Fast learner, adapt well to changes and pressures in workplace,
- Friendly behavior,
- Hardwork,
- Honest
- Team work
- Career Motivation
- Decision Making

Experience:-

- One Year Working Experience with Sanatan Dharm Saraswati vidya mandir as a Receptionist and Tele – Caller.
- Six Month Working Experience with NIFA Institute as a Front Office Manager cum Counselor.
- One year and five Month Experiences AS A TELECALLER and Front Office Manager From VIJSUN Consistency.

Languages Known:

Hindi,
English.
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Strengths:

Good Communication

Skills Self Confidence

Co-operative

Hobbies & Interest:-

- Listening softmusic
- Netsurfing.
- Read of holybooks.

.Declaration:-

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place:Kanpur

Date:

KHUSHBUYADAV