

# Ankita Khare

---

+91-8962692610 | [ankitakhare007@gmail.com](mailto:ankitakhare007@gmail.com) | DB Pride, Talawali Chanda, Indore

## Summary

---

I qualified MPPSC preliminary examination two times and write main examination also have an experience in public dealing. Now I want to spread my knowledge to other aspirants by teaching them.

## Experience

---

### ***PNB MetLife India Insurance Co. Ltd. | Bhopal***

#### **Public Relation Officer | July 2017- May 2018**

- Communicating with manager and clients of different branches of PNB.
- Increase the sales of rural area.

### ***RnB Marketing Solutions | Bhopal***

#### **Public Relation Officer | June 2013- Feb 2017**

- Managing the office work as well as clients.
- Solving the queries of clients.

## Skills

---

Communication Skill

Time Management

Hardworking

Computer Literacy

Bilingual

## Education

---

### ***Banasthali Vidhyapith | Jaipur***

#### **MBA | May 2013**

- Training in HDFC Sales Pvt. Ltd.
- Project on process of home loan.

### ***Takshshila Institute of Engineering and Technology | Jabalpur***

#### **B.E. | May 2010**

- Training from MPSEB Jabalpur.
- Certified for online shopping project.

## Languages

---

- Hindi
- English

## **Certification**

---

- HTML and web Designing
- Organising college program