

# Resume



## **RASHMI JAIN**

Cont.No.- 7999241929/9993175025

Add.- Scheme No. 54 Vijay Nagar Indore

Email :-[rashmijain926@gmail.com](mailto:rashmijain926@gmail.com)

## **CARRIER OBJECTIVE**

---

To Contribute best of my knowledge, skills and ability in the growth of the Organization Where I will be working and also attain new height in my field of work.

## **EDUCATION QUALIFICATIONs**

---

- Master of Science (M.Sc.) from Government Arts and commerce College Harda (M.P)
- Bachelor of Computer Application (B.C.A) from Poonam Chand Gupta Vocational College Khandwa (M.P) with 77.00%
- Completed 12th from Shanti Vidhya Niketan H.S. Shool Khirkiya (M.P) with 69.00%
- Completed 10th from Shanti Vidhya Niketan H.S. ShoolKhirkiya (M.P) with 80.34%

## **CURRENT PROFILE**

---

- Working as a **Foreign Education Counsellor cum Admin Executive** in Edu Simplified Admission Consultancy.

## **PROFESSIONAL SKILL –SET**

---

- Employability Skills, Basic of Computer, HTML, Advance Excel & MS Word

## **EXTRA CURRICULAR ACTIVITIES**

---

- Actively participated in social, cultural and sports activities during my academics.

## **LEISURE INTERESTS**

---

- Anchoring, Singing, Dancing

## PERSONAL INFORMATION

---

Name : Rashmi Jain  
Father's Name : Mr. Sushil Jain  
Date of Birth : 17-01-1994  
Category : GEN.  
Marital Status : Unmarried  
Nationality : Indian  
Language known : English, Hindi

## ACHIVEMENTS

---

- Selected as a **Lecturer** (Guest ) in Government I.T.I Rahetgaon, Harda (M.P)
- Completed Online Test Of **INTIGRATED JOB ORIENTED** with Personality Development Course in Year 2016-17
- Secure 1<sup>st</sup> Position In The Nail Art Competition In Year 2014
- 1 Year Diploma In **HARMONIUM** With 68% From RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY GWALIOR (M.P)
- Selected as a **Project Anchor** in Durdarshan Kendra Bhopal (M.P)

## EXPERIENCE

---


- Worked as a **Personal Assistant of Director & Program Office Incharge** in Acropolis Institute of Technology and Research, Indore  
[From 01/08/2017 to 13/08/2018]
- Worked as a **Lecturer** in B.N.S I.T.I College Khandwa (M.P)  
[From 01/07/2015 To 30/06/2017]
- Worked as a **Computer Teacher** in Imperial Public School Khirkiya (M.P)  
[From 01/08/2014 To 15/04/2015]
- 6 Months Experience in PMKVY 1.0 Project
- 1 Year Experience in PMKVY 2.0 Project
- 8 Months Experience in OBC & Minority welfare Department, Project
- Part Time Worked as a **Computer Teacher** in Kasturba Gandhi Govt. hostel Charuwa (M.P) [ From 01/08/2014 To 30/06/2016]

## DECLARATION

---

I hereby declare that the above given particulars are true to the best of my knowledge and belief.

Place: Indore



Rashmi Jain