

OBJECTIVE

Secure a position in a company to utilize my skills in project management, quality assurance, and team management.



SYNOPSIS

* Ability to win trust to establish rapport with the client.
* Strong sense of ethics.
* Abilities in handling multiple priorities with a bias for action and a genuine interest in personal and professional development.
* Been proactive and focused as a student.
* Abilities in adopting emerging trends & addressing industry requirements to achieve organizational objectives.
* Well organized with good communication and people management skills.
* Proficiency at grasping new concepts quickly and utilizing it in a productive manner.



CAREER HIGHLIGHTS

* Won several laurels and appreciations from my superiors for my hard work and efforts shown
* Efficiently and productively analyzed all the projects undertaken.
* Resolved and facilitated my team in number of technical issues.
* Confidence, diligence and ability to take on challenging roles.
* Worked in multiple projects at the same time.
* Received accolades from clients/customers for my performance.
* Received **Extra mile award 2019**
* Supervised **Mr. & Ms. MP 2019**
* **Best Centre Award**



EDUCATION

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| --- | --- | --- | --- | --- |
| Qualification | Institute / Organization | Board / University | Year | Percentage |
| MBA | Indra Institute of Management, Indore | DAVV | 2019 | 4th Sem |
| LLB | Hitkarni Law College Jabalpur | Rani Durgavati | 2016 | 56 |
| B.Sc.(Bio-Tech) | St.Aloysius College Jabalpur | University | 2009 | 62.28 |
| XII | Christ Church Girls’ School | C.B.S.E | 2006 | 67.6 |
| X | Christ Church Girls’ School | I.C.S.E | 2004 | 72 |



RELEVANT PROJECT EXPERIENCE

* 1 year 4 months of experience as Coordinator and Councilor in Kestrel Kids School Bhopal (M.P.) (July 2009 – Nov 2011)
* 6 months worked as Floor Supervisor in Efficient BPO Service Pvt Ltd. Pune (January 2011 – July 2011)
* 8 months worked as Senior Sales Executive in Capita, Pune ( January 2012 – October 2012) \*
* Science Teacher for IX and X in Wisdom Valley School,Jabalpur(M.P.) (CBSE Affiliated) (Dec 2012 – Oct 2014 ).
* St.Xavier's High School Shantinagar (ICSE)(22-06-2015 - April 2016).
* Admission Counsellor in Global Indian International School, Indore (Feb 2018 - October 2018).
* Centre Manager in Speedjet Aviation Indore (Edge Solutions) (Sept 2018 – Nov 2019).

EXTRA-CURRICULAR ACTIVITIES

* Member of Cultural Team, Capita.
* Coordinator in Inter College Festival.
* Actively participated in Stage Competitions
* Won several essay, quiz, & extempore competition in school and college.
* Participated in various painting competitions.

OTHER PERSONAL DETAILS 

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| Father’s Name: | Hemchand Verma |
| Mother’s Name: | Mamta Verma |
| DOB: | 17/04/1988 |
| PAN: | AOFPV6908K |
| Marital Status : | Married |