



KAVITA SHARMA

kavitajisharma123@gmail.com | 7724060154 | Indore, MP
453661

PROFESSIONAL SUMMARY

Aiming for a position where I can relate my skills and knowledge professionally along with the process of constant learning with my growth and development to give my best to every task by optimizing the use of the resources provided. Enthusiastic eager to contribute to team success through hard work, attention to detail and excellent organizational skills.

SKILLS

- Excellent work ethic
- Responsible
- Teambuilding
- MS Office
- Computer skills
- Organization and Time management
- MS Word

WORK HISTORY

Fresher Looking for Work Which Enhance Myknowledge | .

- Demonstrated respect, friendliness and willingness to help wherever needed.

EDUCATION

School of Law, DAVV, Indore

B.A.L.L.B.: Law

Unique Higher Secondary School

High School: PCB

Scored 90%

05/2019