



KAVITA SHARMA

📍 Indore MP 📞 7724060154 📧 kavitajisharma123@gmail.com

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. Excellent work ethic Responsible Teambuilding MS Office .

SKILLS

- Organization and time management
- Responsible
- Excellent work ethics
- Active Listening
- Self-Motivated
- Computer skills

WORK HISTORY

FRESHERLOOKINGFOR WORK WHICH ENHANCES MY KNOWLEDGE

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EDUCATION

B.A.L.L.B.
School of Law-DAVV

Higher Secondary | PCB With 90 Percentile
Unique Higher Secondary School

ADDITIONAL INFORMATION

Completed internship under Delhi High court advocate Ashok chaitanya .
Currently doing course on laws on electricity under NPTEL.
1year teaching experience.