**Mrs. RESHMA**

Email: reshma.287665@2freemail.com

##### OBJECTIVE: To seek responsible position in a dynamic concern, where I can implement my theoretical knowledge & set of skills for my professional growth as well as for the growth of my organization.

##### EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | **College/****School** | **University/****Board** | **Year of Passing** | **CLASS** |
| SSC | St. Aloysius High School | Mumbai Board | 2003 | First Class |
| HSC | Vivek Junior college |  Mumbai Board | 2005 |  First Class |
| BA | Bhavan’s College | Mumbai Board | 2008 | Second Class |
| MA  | University of Mumbai  | Mumbai Board | 2010 | Second Class |
| Millennium Secretary ship | Davar’s College, Mumbai | Private | 2012 | First Class |

##### ACHIEVEMENTS Awarded Best Camp Girl, during school’s camp visit to Jaipur. Participated in the First Indian Model United Nations meet, organized by Xavier’s & Ryan group of Schools. Received accolades for elocution & impromptu speech competitions at school & college levels.

**AREA OF PROFICIENCY:** Communications skills and written and spoken English.

# **WORK EXPERIENCE**. I was working as Secretary with M/s. Vibrant Printing & Publishing Pvt Ltd since its inception. I have also contributed for the above mentioned firm’s sister concern M/s. Raagalaya Academy of Music & Arts, in organizing events like Raagalaya Music Awards.

**PERSONAL DATA**

**Name**  **: Reshma**

**Date of Birth :** 3rd May, 1987

**Marital Status :** Married

**Nationality :** Indian.

**Languages :** English, Hindi, Malayalam, & Marathi

**DECLARATION**

I, Reshma, do hereby declare that the above given details are true and correct, to the best of my knowledge.