

 **KRITIKA**

**KRITIKA.333404@2freemail.com**

**CAREER OBJECTIVE**

To grow along with the organization and become a professional of excellent repute by effectively contributing towards the goal of the organization.

**ACADEMIC QUALIFICATION**

* Pursuing MBA (HR) from J. N. University.
* Bachelor of commerce from H.N.B. University in 2015.

**PROFESSIONAL QUALIFICATION**

**Operating Systems -** Windows 9x
**Office Tools -** Microsoft office (Word, Excel, PowerPoint, Access)

**STRENGTHS**

* Good listener
* Hard worker
* Flexible
* Self motivated

**ADDITIONAL QUALITIES**

* Able to work unsupervised and learns fast with creativity.
* Outspoken, friendly, independent and level headed person who likes to make friends.
* Involved in personality development and updating knowledge based through Reading, listening and observation.
* Listening to music, dancing and sports are favorite leisure activities.

**ACHIEVEMENTS**

* Got first division in COMPUTER COURSE.
* Active participation in speech competition at college level.
* Active participation in fiesta- 2015, Annual function.
* Active Participation in fiesta -2014, Annul function.
* Active participation in plays/drama at college level.

**PERSONAL DETAILS**

* **Date of Birth (DD/MM/YY) :17th Feb. 1995**
* **Gender : Female**
* **languages known : English, Hindi**
* **Hobbies : Travelling, Reading Books**
*

I hereby confirm that the above-mentioned information is correct to the best of my knowledge.

Thanks & Best Regards,