**RESUME**

**SHIKHA**

**SHIKHA.334001@2freemail.com**

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***Objective***

To work in an organization, where innovation and excellence is the way of life, and where I am the role player for the overall growth of the concern and if provided with opportunity with sincerity and punctuality.

***Educational Qualification***

* High School Passed from H.P Board.
* Intermediate Passed from H.P Board.
* B.Com. Passed from HPU.

***Other Aacdemic Activity***

* Pursuing MBA From Sikkim Manipal University (SMU)

***Experience***

* Currently Working in Canam Consultants Ltd as a Administration Executive from Nov 2014 to till date.
* 6 months experience in icici bank as a junior officer .
* 1 Year Experience as a Administration Executive in ICFe Dharamshala from jan-2012 to jan-2013.

***Technical Skills***

* One year Diploma Certificate, CFX (Certified Finance Executives) from ICFe centre Dharamshala with grade A+.

***Software Skills***

* Basic Knowledge of MS Office (MS Word, MS Excel, MS PowerPoint)
* Internet usage

***Strenghts***

* Positive Self Concept
* Co-Operative
* Handle Stress with ease

***Hobbies***

* Watching Cricket
* Watching Movies
* Listening to Music

***Personal Profile***

* Date of Birth : 7/05/1989
* Language known : Hindi , English
* Marital Status : Unmarried

***Declaration***

I hereby declare that all the information mentioned above is true to the best of my knowledge.