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**RAJNI**

**Email :** **rajni.373771@2freemail.com**

**OBJECTIVE:**

Seeking a good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding the set goals contributes for the organization.

**PERSONAL PROFILE**

* Hard working and dedicated
* Sincere and result oriented
* Can work under pressure with time bound performance
* Easy adaptability to situations
* Good communication and analytical skills

**EDUCATION QUALIFICATION**

* **10th** Passed From PSEB of Examination ,Punjab, India with **80%**.
* **12th** Passed From PSEB of Examination, Punjab ,India with **73%**.
* **BBA** (Bachelor of Business Administration ) Passed From Punjab Technical University, Punjab, India with **79.6%.**
* **MBACIT**(MASTER OF BUSINESS ADMINISTRATION IN COMMERCE & INFORMATION TECHNOLOGY) passed from Panjab University Chandigarh with **3rd Position(78%) in University & College.**

**EXPERIENCE**

* 1 year experience at **HDFC SECURITIES** as a ***RELATIOSHIP MANAGER.***
* At present working in ***KOTAK SECURITIES*** as a ***Assistant Manager.***

**COMPUTER SKILLS**

* MS Office
* Internet Browsing
* Tally

**PROFESSIONAL SKILLS**

* Trainingfor 45 days in ***Dhillon Kool Drinks & Beverages Pvt Ltd,Phillaur,India.***
* Training for 45 days in ***Hero Cycles Pvt.Ltd.Ludhiana,India.***
* One month *Personality Development* course from **Bonafide,Nawanshahr,India**.
* Attended ***Training programme*** for 9 days in **NATIONAL INSTITUTE OF SECURITIES MARKET IN NAVI MUMBAI,VASHI.**
* Have cleared ***Mutual Fund*** exam from **NATIONAL INSTITUTE OF SECURITIES MARKET.**
* Have cleared ***Equity Derivatives Series-VIII*** exam from **NATIONAL INSTITUTE OF SECURITIES MARKET.**

**PREVIOUS ACADEMIC PROJECT UNDERTAKEN:**

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| Project Title | Financial Statement Analysis at DKDBPL,Phillaur. |
| Company | Dhillon Kool Drinks & Beverages Pvt Ltd,Phillaur. |
| Description of project | This project is an attempt to know the Financial Statement of the company. As Finance trainee, my job in Pepsi was to audit the vouchers under the supervision of Finance manager Sudhir Agarwal. |

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| Project Title | Financial Investment & Finacing Decisions at **HCL** **PVT.LTD,LUDHIANA.** |
| Company | HERO CYCLES PRIVATE LIMITED,LUDHIANA. |
| Description of project | This project is an attempt to know the Financial Investment & Financing Decisions of the company. As Finance trainee, my job in Hero Cycles was to audit the vouchers under the supervision of Finance manager Davinder Singh. |

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| Project Title | Role of Technology in Banking Sector |
| Banks | Private Sector,Public Sector &Foreign Banks. |
| Description of project | This project is an attempt to know the Role of Information Technology in banking sector. As a researcher, my job in banks was to know the views of employees regarding the information technology in banking sector under the supervision of Ms.Priya Ahuja (Professor of MBACIT DEPARTMENT) |

**ACHEIVEMENTS**

* Actively took part in ***Elocution competition*** in Youth Festival Ramgarhia college.
* Actively took part in ***PPT competition*** and secured 1st position in college.
* Actively took part in ***Quiz competition*** and secured 1st position in college.
* Actively took part in ***Exhibition competition*** (2nd position) in college.
* Actively took part in 3 Leg Race ( 1st position in college),Took part in Relay Race (2nd position in college).
* Achieved a Prize of ***ROLE OF HONOUR*** for STANDING 3RD in PANJAB UNIVERSITY CHANDIGARH.
* Achieved a ***Certificate of Appreciation*** for DIY SIP SUPERSTAR contest in HDFC SECURITIES.
* Achieved a ***MEDAL* for LI CHAMPION** IN HDFC SECURITIES.
* Qualified for a ***VIDEO CONFERENCING CALL*** contest with MD & CEO OF HDFC LIFE.
* Achieved a ***FREE HIT CERTIFICATE*** for ***OUTSTANDING PERFORMANCE*** in HDFC.

**PERSONAL INFORMATION**

Date of Birth : 07/04/1993

Nationality : Indian

Religion : Hindu

Sex : Female

Marital Status : Single

Languages Known : English, Hindi & Punjabi

**DECLARATION**

I hereby declare that above mentioned are true and correct to the best of my knowledge and belief