|  |  |  |  |
| --- | --- | --- | --- |
|  | **RITHIK**  |  |  |
|  |  |  |
|  |
|  | **Citizenship: Indian ▪ Date of Birth: 31-05-1997** |  |  |
|  |  |  |  |
|  | **Address** |  |  |
|  | Al Regga Dubai |  |  |



**Objective**

To work with an organization with a professional setup where I can get an opportunity to face multiple challenges and sharpens my skills by applying the acquired knowledge



**Key Skills**



* **Computer Software** : Microsoft Office, MS Excel, MS Word, content writing.
* **Customer Service**
* **Professional Email Writing**



**Education**

**CBSE (10th)**

SARVHITKARI KESHAV VIDHIYA NIKETAN JALANDHAR

**PSEB (10+2)**

POLICE DAV PUBLIC SCHOOL JALANDHAR

**Diploma in Bussniss Management ( Sohna,Gurugram )**



**Work Experience**

* Worked as **US. Payroll Associate** for 6 Months in **Punjab**
* Worked as **Senior Associate** in Globiva Pvt. Ltd. In Australian Segment Gurgaon Haryana.



**Strengths**

* Always keen to learn
* Work ethics, Confidence, Goal Oriented, Ability to work in stress
* Quick Learner and Hardworking.
* Always eager to put best forward and service.



**Hobbies**

* Playing indoor games.
* Reading books
* Listening to music.



**Languages Known**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **English** | **Hindi** | **Punjabi** |  |
|  |  |  |  |
| **Personal Details** |  |  |  |
|  |  |  |  |  |
|  | **Name** | **RITHIK TALLA** |  |  |
|  | **Father’s Name** | **RAKESH KUMAR TALLA** |  |  |
|  | **D.O.B** | **31 MAY 1997** |  |  |
|  | **Marital Status** | **Single** |  |  |
|  |  |  |  |  |



**Declaration**

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

**(RITHIK)**