## VARSHA

**Curriculum Vitae**

**Varsha-391345@2freemail.com**

**Objective:**

To excel in my field of responsibility through hard work, application of my skills and to serve the organization in the best manner possible.

# WORK EXPERIENCE

4 Year Experience in Administration & Management Department in Jaipur Electricals Deira Dubai.

3 Month Work in Back Office assistant in Charvi Tour & Travel Indore India.

## Job Responsibilities

Handing various Documentations. Work for Firm.

Data entry of clients. Satisfy customer's needs

Researches and books flights, ground transportation and hotel accommodations,

# Academic Chronicle:

2002 Bachelor of Commerce (B.Com) passed from Bundelkhand University Jhansi India.

2010 MBA in HR from National institute of Business Management Chennai India.

2018 Tour and Travel course (Amadeus) from IATA .

**ADDITIONAL QUALIFICATION**

Sound Knowledge of MS Office, Outlook, Internet

## Personal Skills:

Ability to work under challenging and stressed conditions Willingness to work in a team

Easily adaptable to new environments Quick learning capacity

Hardworking mentality

# PERSONAL DATA

Date of Birth: 6th March 1979

 Nationality: Indian

Marital Status: Married Visa Status: Husband visa

## LANGUAGES

English, Hindi, Sindhi