Resume

**Himanshi**

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**Objective:**

Searching for a challenging career in team work environment to get trained under the best minds and to put by managerial skills to best use that offer professional growth while being innovative and flexible and deliver best of my skills and efforts for the growth of the organization.

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MBA****(HR And Finance)** | Turba College Indore. | DAVV University | 2013-2015 | 62% |
| **B.com(Computers)** | RavindraNathTegor, college Itarsi | Barkatullah University | 2010-2013 | 70% |
| **Higher Secondary** | SaraswatiVidyaMandir, Itarsi | MPBSE | 2009-2010 | 68% |
| **High School** | Friends Higher sec. School, Itarsi | MPBSE | 2007-2008 | 61% |

**Work Experiences**

June 2016, as a “Customer Relationship Executive”

**Roles & responsibilities**

* Keeping track of repeated customers, their likes and dislikes and their contact information
* Client meeting and client retention
* Coordinating with the client and product development team
* Operate cash register as and when necessary
* Handled inventory and stocks
* Office administrative work, maintaining by Ms Office.

**Operating Systems:**

Windows98, XP, Vista, Windows 7, Windows 8.1, Windows 10.

**Packages Known:**

MS Office.

**Additional Courses**:

PGDBM Dec 2015 to May 2016.

**Personal Details:**

**Date of Birth:**27/02/1993

**Marital Status**: Married

**Strengths:**

* Excellent Interpersonal Skills
* Self Disciplined
* Highly Diligent and Committed
* Team player
* Workplace Adaptability
* Optimistic Approach

**Languages**: English& Hindi

**Declaration:**I hereby declare that the above given details are true to the best of my knowledge and belief.

**Date: Himanshi**

**Place: Dubai**