

Sanjna Sharma

House 312 Sheetal town

Mandi Deep Bhopal 462046

Mobile No: +91-8349673915

sanjinasharma8349@gmail.com

Objective:

To excel in my thought with dedication and hard work as well as learning and acquiring a challenging position in a strong organization.

Personality Traits:

- Highly motivated and eager to learn new things.
- Ability to produce best result in pressure situation.
- Ability to work as individual as well as in group.

Education Qualification:

EXAM	INSTITUTE	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
10 th	GOVT H. Sec. School	MP Board (Bhopal)	2018	62%
12 th	GOVT H. Sec. School	MP Board (Bhopal)	2020	60%
B.Com	Gandhi PR Collage	Barkatullah University	2023	61%
MS Office	MBC Center	ISO	2019	-

Other Trainings and Add-ons:

- MS Office
- Internet
- OS – Window 7,8,10
- English Typing

Experience:

- 1 Year Experience (Ziqitza Health Care as a Front Office executive)
- 8 Month Experience (JAES Project (I) Pvt. Ltd. As Front Office executive)
- 06 Month Experience KNP Collage As Invigilator Misrod Bhopal
- 1 Year Experience (Win Win MAHINDRA Insurance CRE)

Hobbies:

- Internet Surfing.
- Reading Book.

Personal Details:

Father Name : Mr. Ashok Shamra
Date of Birth : 03th May 2003
Nationality : Indian
Language : Hindi, English

Declaration:

I hereby declare that all the details given are true and documents supporting all the information provided here will be produced whenever asked for.

Place.....

(Sanjna Sharma)

Date.....