

Raveena Kumari

Female, Age 27 Years

Career Objective

I wish to work in the banking sector with a corporation of high repute and thereby obtain a challenging position to develop my professional skills. Consequently, I will contribute to the organization's growth by utilizing my potential to the maximum.

Educational Background

M.B.A. (Finance)	2017-19	Kurukshetra University, Haryana	68%
B. Com	2013-16	H.P. University, Shimla	70%
Class XII	2013	H.P. Board of School Education	65%
Class X	2011	H.P. Board of School Education	71%

Computer Skills

Diploma in Computer Application
(from a H.P. Govt. Registered entity)

One Year (June 2016 to June 2017)

Skills Achieved

- MS Excel, Word, PPT and Word
- Basics of coding languages – C, C++
- Basics of software – Tally, Express, Project

Percentage – 82% (Grade – **Excellent**)

Experience

Organization – Sai International ITI, PUNGH (Sunder Nagar, Mandi)

Joined since: - 01/05/2022 – till now.

Responsibilities –

- Lecturer of Marketing and communication/soft skills.
- Management of candidates' registration, biometrics and office work.
- Support to establish smooth workflow, children discipline and punctuality.
- Maintaining records related to Salary and Leaves & MSI.
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Internship Experience

Organization – Himcap Closures – Leading supplier of Aluminum and Crown Caps

Nature of Work – Human Resource Management

Responsibilities –

- Digitalization of invoice and inventory
- Employee Co-ordination and establishing efficient working style
- Support to establish smooth product dispatch, employee discipline and punctuality,
- Maintaining records related to PF, Salary and Leaves

Personal Details

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