

CURRICULUM VITAE



Ankita Rana

Contact num:- 8384091343

E-mail id:- ankitarana159@gmail.com

Address: - K- 19/2, HOUSE NO.64 SANGAM VIHAR, NEW DELHI 110080

Objective

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

Education

- 10th passed from CBSE Board in 2016.
- 12th passed from CBSE Board in 2018.
- 6 Month Computer course from Paras Institute in 2018
- Diploma in N.T.T from A.I.E.C.C.E in 2019.
- Diploma in P.T.T from A.I.E.C.C.E in 2020.
- B.A Program from Delhi University in 2021

Experience

6 months experience at Client Serving at Eureka Forbes Ritik Enterprises

Skills

- Basic computer operating knowledge.
- Resolving queries of client
- Problem Solving Skills
- Patience
- Ability to use proper language
- Time management skills

Strength

- Ability to work well under pressure
- Quick learner, keen to learn and improve skills
- Able to take on responsibility
- Strong work ethic
- Patient
- Punctuality
- Good Listener

Personal detail

Father name	:	Sh. Vinod Kumar
D.O.B	:	12-Feb-1998
Language	:	Hindi, English
Nationality	:	Indian
Marital Status	:	Unmarried
Gender	:	Female
Religion	:	Hindu

Declaration

I hereby declare that all the above-mentioned information furnished by me is true.

Date: -

Sign...