LAXMI KUMARI
laxmishrma74920@gmail.com
6203628743
PG tiliak nagar, new delhi, 110018



Objective

I am looking for the challenging job where I can utilize my talent and knowledge wants to learn from the organization and growth with organization.

Education

K.B. High school Hazaribagh, Jharkhand
2018
10th
79%

St. Columba's College Hazaribagh, Jharkhand
2020
Intermediate
47.4%

IGNOU
2nd years
BA
Persuing...

Skills

- Good presentation skill and communication skill
- Self-motivated and leadership skills
- Ability to bring out best in pressure situation also.
- Target oriented
- Highly energetic, adaptable and cooperative.
- Determined and good grasping power and eagerness to learn.

Achievement & Awards

Won many prizes in cultural programs held at school and college.

Language

- Hindi
- English

Personal Details

Date of Birth	:	10-01-2002
Marital Status	:	Unmarried
Nationality	:	Indian
Father's name	:	Ashok Rana
Religion	:	Hindu
Gender	:	Female
Permanent Address	:	Near Markham college, Hazaribagh, Jharkhand (825301)

Additional Information

Work well with other.

My strength are I am self-motivated, smart and hardworking also a disciplined person.

My Short term goal to get a job in reputed company and my Long term goal is achieved good position where I can will my carrier and help the organisation too.

Strength

- Confident
- Honest
- Flexible
- Patience
- Adaptability
- Systematic approach
- Diligent
- Analysing and interpreting results
- Organised and well-structure at work
- Optimistic

Computer Knowledge

- Basic computer
- Software installation
- Window and MS office
- MS words
- MS Excel
- MS paint
- Advanced Excel
- PowerPoint
- Vlookup
- Hlookup
- Pivot table

Declaration

I hereby declare that the information given above is true best of my knowledge belief.