**RESUME**

**VEENA SHARMA**

**Address:**  B-9/35, Flats

 Sector-5 Rohini Delhi-85

**Mobile No.** 09582242254, 011-27054510

**Email Id:** ritu\_nonu1986@yahoo.co.in

EXECUTIVE SUMMARY

 My aim is to work in a company that will take me as an employee, if I work hard instant of hardship. I thing I will able to realize my dreams.

ACADEMIC CREDENTIALS

* 10th Passed from CBSE Board.
* 12th Passed from CBSE Board.
* Bachelor of Business Administration in JIMS from Guru Nanak Dev University. (2nd Division)
* Graduation Diploma in International Business from JIMS.
* 1 ½ Years Diploma in Travel Tourism & Hospitality Management from Academic Collage of London Reg. By England and Wales.

COMPUTER AWARENESS

* 1 year Basic Computer Course.

Strength

* Hard Working.
* Positive Attitude.
* Responsibility & Reliability to work in team.

WORKING EXPERIENCE

* Presently Working with R.G.Stone Hospital as a OPD INCHARGE.

PERSONAL TRAITS

* Result Oriented.
* Ability to Work with Team.
* Desirous to Take up Challenging Assignment.
* Excellent Inter-Personal Communication Skills.
* Determined & Hardworking.

PERSONAL DETAILS

**Name :** **Veena Sharma**

**Father’s Name :** Sh. Jagmohan Sharma

**Date of Birth :** 12/08/1986

**Gender :** Female

**Marital Status :** Unmarried

**Nationality :** Indian

**Religion :** Hindu

**Language Known :** English, Hindi & Punjabi

**Hobbies :** Listening Music, Writing, Watching T.V

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place :**

**Date :** **{Signature}**