**RESUME**

**SHILPA TAKIAR**

**Email Id:** takiar.shilpa19@gmail.com

**Contact No:** 9560578266 , 27523191

**Address:** B-86 Pkt-00(Amarpali),Sector-1 Rohini ,New Delhi-85

**Objective:** To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

**Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **University** | **Year of Passing** | **Institution** | **Percentage** |
| Post Graduation  (MBA) | g.g.s.ipu University | 2015 | Rukmini Devi Institute Of Advance Studies | 72.46 |
| Graduation  (BBA) | g.g.s.ipu University | 2012 | Kasturi Ram College Of Higher Education | 70.31 |
| XII | CBSE Board | 2008 | Mount Abu Public School | 50 |
| X | CBSE Board | 2006 | Saint Giri Public School | 58.20 |

**Area of Specialization:**

**Major:** Finance

**Minor:** HR

**Technical Skills:**

Knowledge of MS Office, Internet, computer basics and 2 months advance excel course.

**Personal strengths**

* Positive Attitude
* Quick Learner
* Self Motivation
* Discipline
* Hardworking

**Personal Details:**

**Father’s Name :** Shyam Lal Takiar

**Permanent Address :** B-86 Pkt-00(Amarpali),Sector-1 Rohini ,New Delhi-85

**Date Of Birth :** 10-07-1990

**Languages Known :** Hindi & English

**Marital status :** unmarried

**Nationality :** Indian

**DECLARATION:**

**I hereby declare that the details provided by me in this resume are correct and I have knowingly not omitted/ misrepresented any information. I am aware that the company can use this data for verification purposes and any material inconsistency identified between the details shared above versus actual information would have a bearing on my employment, based upon company policies.**

Date: Signature Place : Delhi