

# CHARU SHAKUN

House number-102, flat no. 6, 2<sup>nd</sup> floor, Saiyad ul Ajaib, Sainik Farm, New Delhi ·

Email · [Charushakun1997@gmail.com](mailto:Charushakun1997@gmail.com)

Mob. No: 9319769712

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Seeking a position in a company where I can launch my career and build a valuable skill set and get opportunity to make the best of my potential and contribute to the organization's growth. Leadership and team management is my key source to growth myself and the organization.

## EDUCATION

**2019**

**B.COM (PROGRAMME),** SHAHEED BHAGAT SINGH COLLEGE, DELHI UNIVERSITY

Graduated with 6.288 CGPA (second division).

**2016**

**12<sup>th</sup> STANDARD,** GOVT. ISHANI SARVODAYA KANYA VIDYALAYA, CBSE BOARD

Scored 84.5% in CBSE board exams.

**2014**

**10<sup>th</sup> STANDARD,** GOVT. ISHANI SARVODAYA KANYA VIDYALAYA, CBSE BOARD

Scored 7.6 CGPA in CBSE exams.

## WORK EXPERIENCE

1. I worked at Teleperformance Pvt Ltd, focusing on the Apply Board Inc. process, specifically handling submissions and evaluations for Canada since 22<sup>nd</sup> November, 2022 to 10<sup>th</sup> March, 2024.
  - My expertise lies in facilitating the submission of student applications to prominent Canadian colleges through various portals, including OCAS, OUAC, EPBC, and Apply Alberta.
2. Executive, Pre sale advisor in Samsung Process at Maxicus, Gurugram (August 2022 – November 2022)

## SKILLS

- Basic knowledge of MS EXCEL and MS Word
- Flexible and adaptive
- Temporary Support for new advisor
- Attention to detail
- Team player
- Fast learner
- Shadowing
- Creative

## ACTIVITIES

- Took part in NSS at school level
- Participated in group dancing and singing competitions
- Took home tuition during 2019-2021.

## **HOBBIES**

- Playing Badminton
- Listening Songs and watching movies
- Travelling
- Singing
- Dancing

## **PERSONAL VITAE**

Father's Name : Mr. Ashwani  
Mother's Name : Mrs. Pushpa  
Nationality : Indian  
Date of Birth : 04 August 1999  
Gender : Female  
Languages Known: English and Hindi

*Recommendations will be provided upon request.*

I hereby declare that all the information provided is true to the best of my knowledge.

Place: Delhi

(Charu Shakun)

**PERSONAL DETAILS**

**DATE OF BIRTH= 04-08-1999**

**FATHER'S NAME= MR. ASHWANI SHAKUN**

**PERMANENT ADDRESS= L-75 B, L BLOCK, SAKET, NEW**

**DELHI LANGUAGES KNOWN= HINDI AND ENGLISH**