

Hema Kumari

Career Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution

Contact

9910861558

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Jhundpura, Sector-11, Noida,
UP-201301

Skills

- Strong organization and time management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Good Knowledge of word processing software such as MS-Word, Excel, Paint

Personal Details

- Father's Name :- Vinod Kumar
- Mother's Name :- Kiran Devi
- DOB :- 20 April 2002
- Gender :- Female
- Nationality :- Indian
- Martial Status :- Unmarried

Language

- English
- Hindi

Education

- **BACHELOR'S OF ARTS (BA) - [2019-2023]**
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
[PERCENTAGE - 62%]
- **12TH (CBSE) - [2018-2019]**
GOVERNMENT GIRLS SENIOR SECONDARY SCHOOL
[PERCENTAGE - 80.5%]
- **10TH (CBSE) - [2016-2017]**
GOVERNMENT GIRLS SENIOR SECONDARY SCHOOL
[CGPA - 7.8]

Experience

- **EDUCATION COUNSELLOR**
I HAVE WORKED WITH **COLLEGE VIDYA** FOR **1 YEAR 3 MONTHS** AND WITH **IMTS INSTITUTE** FOR **6 MONTHS** AS EDUCATION COUNSELLOR IN ORDER TO GUIDE THE STUDENTS TO CHOOSE THEIR DREAM CAREER PATH AS PER THEIR INTEREST AND TO HELP THEM TO TAKE ADMISSION IN SUITABLE UNIVERSITY.
- **CUSTOMER EXECUTIVE**
I HAVE WORKED WITH **ZOMATO** AS **CHAT PROCESS** FROM **AGEIS PVT** FOR **1 YEAR** AND **6 MONTH** WITH **NSB BPO** IN **COLLECTION PROCESS** DEPARTMENT.

HOBBY

IN SPARE TIME, I LOVE TO READ NOVEL

PLACE : _____

SIGNATURE : _____

DATE: _____