

Shweta Sahni
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Objective

To work in an organization which would provide me the opportunity to enhance my expertise and to contribute and grow along with the organization.

Professional Summary

- A strong communicator and team player with excellent inter-personal skills. A quick learner with the ability to make solutions-oriented, creative and innovative contributions in highly demanding situations.
- Involved in Requirements Gathering and Implementation.

Education and Certifications

- Bachelor of Commerce (B.Com) from APS University, Rewa M.P. In 2016
- DCA Diploma MCU Bhopal M.P. In 2016
- 12th standard from M.P Board Bhopal in 2013
- 10th High School from M.P Board Bhopal in 2011.

BASIC COMPUTER KNOWLEDGE

- TALLY,MS EXCEL,MS WORD.

PROFESSIONAL QUALIFICATION

Renault India Khatwani Motors Jabalpur M.P. Telecaller Training Level-1 Day 15.

WORK EXPERINCE

- Inside sales Executive at Getmyuni banglore from May 2021 to Feb 2023.
- Customer Care Representative at Real State Lotus City Satna M.P. Jun 2018 to Sep 2019.
- Renault India khatwani Motors Jabalpur Dealer Branch Khatwani Motors Satna Show Room Telecaller 10 Apr 2017 To 15 May 2018.

Strengths

- Energetic, Innovative, Self-Starter with Organizational and Creative abilities.
- Positive thinking, Enjoy working and leading a team of people.

HOBBIES

- Reading,
- Listening to music.

LANGUAGE KNOWN

- Hindi (Read, Write, Speak)
- English (Read, Write, Speak)

Shweta Sahni

DECLARATION:-I AM RESPONSIBLE IN ANY CASE OF DEFAULT ON BEHALF THE ABOVE
INFORMATION GIVEN BY ME.

Cover letter

Dear Sir,

Here I have come to know from some reliable sources, some vacancies are vacant at your organization, offer myself as a candidate for the post in your organization. A resume is attached with

this application for your kind consideration.

If I get an opportunity I will work with zeal an enthusiasm and show my talent to your organization.

**Thanking you,
Yours faithfully
(Shweta Sahni)**

Thanks & Regards

Shweta Sahni

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