

CURRICULUM VITAE

PAAKHI ARORA

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OBJECTIVE

To show my better knowledge and skills to the organization where I work in the premises.

ACADEMIC QUALIFICATION

- High School from CBSE Board in 2006.
- Intermediate from CBSE Board in 2008.
- Completed graduation (B.A Prog.) from Delhi University in 2008-10.

OTHER QUALIFICATION

- Completed course of Secretarial Practice from YWCA of Delhi.
- Basic Computer Knowledge from RCSM Institute.
- Undergone training for 2 weeks in the Imperial Hotel as HR Assistant.
- Training of International and Domestic BPO (certificate)
- Computer knowledge from STP Computer Education.

WORK EXPERIENCE

- Worked as a TCE for 2 years (May 2008- May 2010) in Serco BPO.
- Worked as HR coordinator for 6 months (July 2010 to December 2010) in Safeway TPA Services.
- Worked as a Spa Receptionist for 1.5 years (December 2010 to Sept 2012) in The Imperial Hotel.
- Worked as a Telephone Operator (Front Office) for 1 year 2 months (Sept 2012 to Nov 2013) in The Park Hotel.
- Worked as a Spa Receptionist cum Manager for 1 year (Dec 2012 to Dec 2013) in Buddha Body Spa.
- Worked as Computer Operator cum Telecaller in J.D.Engineering Works for 7 months (June 2019 to December 2020).
- Worked as a Receptionist cum Telecaller in KR Night Patrolling Private Limited for 1 month (May 18 , 2022 to 13 June, 2022)
- Presently working in a Pinnacle International School as a School Receptionist since (15 June 2022 till now 2024).

PERSONAL INFORMATION

Husband's Name : Mr.Kunal Arora
Date of Birth : 07th Nov, 1989
Gender : Female
Marital Status : Married
Languages known : English, Hindi & Punjabi
Hobbies : Listening to music, watching Movie and exploring new places

Date:

Place: New Delhi

(PAAKHI ARORA)