

# MUSKAN

New Delhi

Contact No: – 91-7827513980

Email ID: [muskansakhuja90@gmail.com](mailto:muskansakhuja90@gmail.com)

## OBJECTIVE:-

I would like to work in an organization where I would get a chance to enhance my capability where my skills would be properly utilized for betterment of the organization.

## EDUCATIONAL BACKGROUND:-

Examination	Passing Year	Board/ Institute
B.A	2022	DELHI UNIVERSITY
12 <sup>th</sup>	2018-19	CBSE
10 <sup>th</sup>	2016-17	CBSE

## COMPUTER SKILLS:-

- Google Sheet, Delegation, Checklist, follow-ups, Check attendance,
- MS Word, Excel, PowerPoint
- Mail Drafting
- Knowledge of Internet
- Calendar Management
- Vendor Management
- Miscellaneous work

## WORK EXPERIENCE:

- Currently Working as a Process Coordinator in M/s **Ensologic Commerce Pvt. Ltd (July 2019-Till present)**
- Knowledge of Excel, PowerPoint
- Excellent understanding of Google Sheet, Delegation, Checklist
- Follow up From Team (Warehouse team, Client, Cleaning, Vendor)
- Rahul Jain Concept
- Oversaw the recruiting, hiring, and onboarding process by performing background checks, conducting interviews, issuing employment contracts, and facilitating orientations

## STRENGTH

- Highly motivated, positive and good-oriented
- Strong Desire to learn new thing with each Experience.
- Sincerity, Discipline and practical outlook toward life.
- Manage the flow of day -to-day operation
- Multi- tasking abilities
- Punctual
- Believe in success

## SKILLS:-

- Self-Motivated
- Data Management
- Written communication
- Good learning Power
- Good Communication skills

## PERSONAL DETAILS:-

Father's Name : Mr. Anil Kumar

Date of Birth : 05/July/2000

Gender : Female

Marital status : Unmarried

Language Known : Hindi, English

## DECLARATION:-

I hereby declared that the above information furnished by me. It is correct to the best of my knowledge and belief.

Date: \_\_\_\_\_

(Signature)

Place: \_\_\_\_\_

**MUSKAN**