

RESUME

NANCY

Permanent Address:

997, B-2, Ward # 5,

Opp. Sadhu Mandi, Kurukshetra

Haryana, India

Residential Address:

House no 247 Sector 2

Kurukshetra, Haryana,

Pin: 136118

Phone: (M) +91 8295536677

Email: mittalnancy2@gmail.com



Able to work on own initiative or as part of a team under pressure to meet deadlines and objectives. I have Good communication and organisation skills with the will and determination needed to succeed.

WORK EXPERIENCE

- Visa Executive at Chetanya Career Consultants from January 2022 to till now
- Marketing Executive in Ujjwal trading Co "April 2015 to December 2021".
- HOME TUTORING UPTO 10TH CLASS

EDUCATIONAL CREDENTIALS

Academic Qualification

- M. A (Music) Kurukshetra University 2014
- B.A Kurukshetra University 2012
- SSCE (12th) CBSC Board in 2009
- HSCE (10th) CBSC Board in 2005

OTHER QUALIFICATION

- Diploma in French Language Kurukshetra University 2019
- Certified Course in French Language Kurukshetra University 2012
- Web Designing, Ms Office, Photoshop Kalpana Chawla Institute 2009
- PHP, Ajax, Joomla Training B I Scholar 2012

KEY SKILLS

- Computer Proficiency
- MS OFFICE(MS Word, MS Excel, MS PowerPoint, MS Outlook)
- INTERNET
- HTML, DHTML
- CorelDraw, Photoshop , PageMaker
- JavaScript, VB script
- CSS, Flash, Dreamweaver, PHP

- C++
- Hardworking, Honest And Responsible
- Good team player
- Effective reporting & presentation
- Accurate & detail oriented
- Sketching, Free hand painting

PERSONAL DETAILS

Date of Birth: 25th April, 1989
Father name: Late Sh. Narinder Mittal
Marital Status: Single
Linguistic Proficiency: English, Hindi, Punjabi, French (Intermediate)
Passport: Valid
Interests: Reading Books, Listen to Music, Dancing, Badminton, Art & Craft, Sketching
Location Preference: Anywhere in India
PHYSICAL ABILITY: Orthopaedic Challenge (Self Walking)
References: Will be pleased to furnish upon request

DECLARATION

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Date: 26/12/2023

Place: Kurukshetra
Nancy