

## RESUME

**MEENAKSHI**

Address – House no-596,Street no-24,Bachan  
Singh Nagar Ludhiana Pin-141001  
Email: meenakshikhatri070@gmail.com  
Number – 8699464507

### CAREER OBJECTIVES :-

To work with an organization where can learn new skills and increase my abilities for the organization goals as well as myself.

### EDUCATIONAL QUALIFICATIONS:-

Graduation (BCOM Hons) completed from Panjab University (Ludhiana) in the year 2024.  
Intermediate passed from Punjab School Education Board in the year 2021.  
Matriculation passed from Punjab School Education Board in the year 2019.

### EXPERIENCE:-

I have 3 month work experience in ICICI Bank (Jalalabad) in the position of RM .

### SKILLS:-

1. Knowledge of MS Office (Excel ,Word & Powerpoint)
2. Excellent communication skills both verbal and written.
3. Strong analytical problem solving and task completion skills.

### ACHIEVEMENTS & AWARDS:-

- 1.Computer Application Course
- 2.Professional Grooming Course
- 3.NIIT Relationship Manager Course

### ACTIVITIES:-

- 1.Sports
- 2.Group Discussion
- 3.Extra curricular activities

### PERSONAL DETAILS:-

Date of Birth	09-08-2003
Gender	Female
Marital	Unmarried
Language Known	Hindi, English, Punjabi
Nationality	Indian

I here by declare that the above information is true and the details provided belongs to me.

Meenakshi