

RENU SATBIR

587, Phase-2, Ram Darbar, Chandigarh

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CAREER OBJECTIVE	To achieve success in career through knowledge skills and devotion for the organization.		
ACADEMICS			
Degree	Board/University	Year	%/ CGPA
MBA	PTU	2019	62.00%
BA	Panjab University	2013	60.00%
Class XII	Govt. Sr. Sec. Model School, Sec. 8, Chandigarh. (CBSE)	2004	59.00%
Class X	Sacred Heart Sr. Sec. School, Sec. 26, Chandigarh (CBSE)	2002	57.00%
Internship Detail			
Company	AU Small Finance Bank, Sector 8, Chandigarh.		
Duration	45 Days (6 Week) training from June to July 2018		
Designation	Sales Executive (Tele Caller and Marketing)		
Project Title	Comparison of AU Bank Liabilities with other bank.		
Key Tasks Undertaken	To meet the clients and create relationship to develop the business by opening New Accounts, Saving Account, FD Account, Loans etc.		
Company	Arth Parkash Daily Newspaper		
Duration	45 Day		
Designation	Sales Executive		
Project Title	Calling		
Key Tasks Undertaken	To meet the clients and create relationship to develop the business		
Work Experience			
Company	A&K ENTERPRISES, SECTOR 22, CHD.		
Duration	Feb. 2014 to April 2015.		
Designation	Sr. Office Assistant		
Key Tasks Undertaken	Coordinate and direct office services such as records, departmental finances, budget preparation, personnel issues and housekeeping to aid executives.		
Company	PRIZE LAND, INDUSTRIAL AREA, PHASE-2 CHD.		
Duration	June 2012 to Nov. 2014.		
Designation	Sales Executive		
Key Tasks Undertaken	Dealing with customer, deliver their order on time with best material.		

Company	GK Printers, INDUSTRIAL AREA, PHASE-1 CHD.	
Duration	January to June 2019.	
Designation	Sales Executive	
Key Tasks Undertaken	Dealing with customer, deliver their order on time with best material.	
CERTIFICATIONS/WORKSHOPS/SEMINARS ATTENDED		
Yoga & Naturopathy	Diploma in Yoga & Naturopathy from Gandhi Smarak Bhawan, Sector 16, Chandigarh	
CIHMCT 42	6 Months Chef and House Keeping Course from CIHMCT 42, Chandigarh	
Computer Course	6 Months Diploma in Computer Application. MS Office (Word, Excel, Powerpoint & Internet Surfing, Email etc.)	
POSITIONS OF RESPONSIBILITY		
HVPE Workshop	Working on model of " Healthy Food ".	
Youth Fest 2018	Participate in Youth Fest 2018 at College Level represent Culture of Himachal Pradesh	
Youth Fest 2019	Bring Sponsorship (Education Avenue) for the Youth Fest 2019.	
EXTRACURRICULAR ACTIVITIES		
Competitions Participated	Participation in Group Dance Competition in School Participation in Best Use of the Waste in School	
OTHER INTERESTS		
Skill Set	<ul style="list-style-type: none"> ❖ Basic computer knowledge (MS Word, MS Excel, MS Powerpoint, Internet Surfing.) 	
Interests	<ul style="list-style-type: none"> ❖ Like to meet the new peoples. ❖ Like to increase social network online and offline. ❖ Reading Books ❖ Listening Music ❖ Traveling ❖ Playing Badminton 	

Place: Chandigarh

Dated: ____/____/2024

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