

RICHA

Fresher

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SUMMARY:

To acquire knowledge and skill and seek a position where I can utilise them to grow professionally as well as personally with the organisation I work for and script a successful story for the benefit of both the organisation and me as individual

EDUCATION:

Matriculation

Saran Bihar

R.S High School (2015-2016)

49.6%

Intermediate

Saran,bihar

Ram Sundar Das Mahila College(2016-2018)

56.6%

Graduation

R.NCollege(2018-2021)

Hajipur Bihar

B.B.A course

68%

Post Graduation

JD Womens College(2023-2025)

Patna, Bihar

MBA (HR)

2023-Present

LANGUAGE:

- English
- Hindi

HOBBIES:

- Cooking food
- Listening music
- Yoga & Exercise

SKILLS:

- Communication skill
- Ms- Excel
- MS-Word
- Customer service skill
- Problem-solving
- computer skills
- Time management