

## PERSONAL

**Name**  
Himanshi Swaran

**Address**  
House numbe 30 type 3 varun  
kunj,Delhi Jal Board Staff Quaters  
,Sector-5 rohini,  
110085 Rohini

**Phone number**  
9868602783

**Email**  
himanshiswaran08@gmail.com

## LANGUAGES

English ★★★★★  
Hindi ★★★★★

## INTERESTS

- Dancing
- Singing
- Teaching
- Enhancing Skills

# HIMANSHI SWARAN

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## EDUCATION AND QUALIFICATIONS

- Jul 2019 - Jul 2021 **Bachelor of Education**  
Maharaja Surajmal Institute, Janakpuri
- Jul 2015 - Jul 2018 **BBE {B.A.(H) Business Economics}**  
Sri Guru Gobind Singh College Of Commerce, Pitampura
- Apr 2014 - May 2015 **12th ( Commerce )**  
Happy Home Public School, Rohini
- Apr 2012 - May 2013 **10th**  
Happy Home Public School, Rohini

## INTERNSHIP

- May 2017 - Jul 2017 **Banking Operation**  
Punjab and Sind Bank
  - Assist customers by providing information and resolving their complaints.
  - Determine charges for services requested, collect deposits or payments, or arrange for billing.
  - Handled day to day operation of Banks

## PUBLICATION

**PUBLISHED A RESEARCH PAPER ON "HUMAN DEVELOPMENT INDEX" USING VARIOUS TOOLS AND THEIR FUNCTIONS LIKE EXCEL AND SPSS.**

## SKILLS

Microsoft Word	★★★★★
Microsoft PowerPoint	★★★★★
Excel	★★★★★
SPSS	★★★★★

## ACHIEVEMENTS

### At College Level

- 1.POSITION OF RESPONSIBILITY =**Coordinator in The Training and Placement Cell**
- 2.**VolunteerAnnual fest -Zest**

### At School Level

1. FIRST POSITION IN THROW BALL AT INTERZONAL LEVEL.
2. FIRST POSITION IN CRICKET AT ZONAL LEVEL.
3. THIRD POSITION IN THROW BALL AT ZONAL LEVEL