

Ramona Stephen

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GROOMING: To pragmatically assimilate knowledge of political science, its various sub-disciplines, major themes, and analytical techniques, ability and desire to engage with social and political problems, to acquire relevant data, and use insight, knowledge, reasoning, and technical skills to analyse that data and develop logical solutions.

WHY ME: On the strengths of my grooming, exposure and performance potential developed passionately by the learned faculty of Jesus and Mary College, Delhi University, I am confident of bringing in a development-oriented perspective in my initiatives and actions so as to further the growth surge and successfully nurture it towards creating its strong global foothold.

PERSONAL & PROFESSIONAL STRENGTHS: Logical and analytical approach, excellent written and oratory skill, team working skills, flexible and open-minded approach, disciplined working approach, punctuality are my biggest assets.

EDUCATION

Exam	Board/University	School/College	Stream	Percentage	Year
AISSCE (12 th)	CBSE	Queen Marys Rohini	Humanities	94%	2013-2014
Graduation	Delhi University	Jesus and Mary College	B.A. (Hons.) Political Science	65.5%	2014-2017
Post-Graduation	Delhi University	School of Open Learning (DU)	M.A. Political Science	50%	2017-2019

WORK EXPERIENCE

Employer Name	Post Held	From	To	Salary	Nature of Employment
Crescendo Transcriptions Pvt. Ltd.	Transcriptionist	July	January	Rs. 6,000 per month approx.	Temporary Work from Home

ADDITIONAL SKILLS

- Completed General Transcriptionist Training Program from Crescendo Transcription Pvt. Ltd. on 02-Aug-2019
- Well versed with Microsoft Office Programs
- Well versed with working of the computer
- Well versed with social media platforms
- Excellent communication and writing skills

- High proficiency in English and Hindi languages