



PRIYA MALHOTRA

Contact Information:

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Permanent Address:

House No. 2469 Sector-8, Faridabad,
Haryana.

Mailing Address:

House No. 2469 Sector-8, Faridabad,
Haryana.

E-Mail:

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My Strength:

Hardworking and sincere, Flexible
and Life Long Learning approach,
Positive attitude & enthusiastic.

Aspiring for a bright career in
professional & a growing
organization which would enable me
to upgrade myself emerging trends &
technologies.

CURRICULUM-VITAE

CAREER OBJECTIVE

“It is no profit to have learned well, if you neglect to do well”. I want to create value for the organization, thus boosting the company’s growth and my career as well.

ACADEMIC RECORD

- B.Sc in Animation from SMU in 2011 to 2013.
- Senior secondary from C.B.S.E. Board in 2010.
- High school from C.B.S.E. Board in 2007.
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PROFESSIONAL RECORD

Current Company: Aarohan Healthcare Services from Aug’18 to Present

Designation: Graphic Designer Executive.

Job Responsibility:

- Handle Rejections.
- Having knowledge of Corel Draw, Photoshop & Illustrator.
- Contribute to team effort by accomplishing related result.
- Working of multiple frames like Digital posts for company’s clients, Standee, Flyers, Certificates, Hoardings.
- Obtains approval of concept by submitting rough layout for approval.

Previous Company: Adore Realtech Pvt Ltd from Apr’17 to Mar’18

Designation: Receptionist cum Office Assistant.

Job Responsibility:

- Greeted clients and ask politely for their purpose of visit.
- Perform follow-up duties to ensure that all meetings are successfully carried out.
- Make sure that the front desk and waiting areas were kept clean and maintained at all times.
- Take and distribute messages taken by client
- Monitor and maintain office supplies
- Provide information when requested
- Ensure office equipment is properly maintained and serviced
- Make Agreements for Client for purchasing flats.
- Reply to incoming mails and calls

Previous Company: KSB Consultancy from Aug’13 to Sept’16

Designation: HR Recruiter

Job Responsibility:

- Finding suitable candidates for the company as per their requirement.
- Line up the candidates for Interview.
- Answering the employee’s questions.
- Processing Incoming Mail.
- Maintaining computer system by updating and entering data.
- Setting appointments and arranging Interview.

PERSONAL DETAILS

Father's Name : Sh. Jagjit Malhotra

Date of Birth : 25-01-1990

Sex : Female

Nationality : Indian

Languages : English, Hindi
Known & Punjabi

EXPERIENCE

- Graphic Design: 2 years.

INTERNSHIP

- INDIA NEWS from Oct'16 to Dec'16.
Designation: Editor (Intern)

COMPUTER SKILLS

- Knowledge of MS-WORD.
- MS-Excel.
- Photoshop.
- Coral Draw.
- Illustrator.

AREA OF INTEREST

- To remain updated with latest technologies. Handle the opportunities and provide my best on behalf of the organization to maintain the confidence of the customer.

DECLARATION

- I solemnly declare that the above information is true and correct to the best of my knowledge.

Priya Malhotra

Place: Faridabad

Signature

