

Curriculum Vitae

Muskan Sindhani

Hard Working | Intellectual | Quick Learner

69/2, Ashok Nagar

New Delhi - 110018

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CAREER OBJECTIVE: -

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

EDUCATION: -

S.No.	Qualification	Percentage	Year
1	10th from CBSE board	70%	2014
2	12th from CBSE Board	80%	2016
3	B.Com from Non-collegiate from University of Delhi	50%	2019
4	Pursuing M.Com from IGNOU	Awaited	---

PROFESSIONAL QUALIFICATION: -

S.No	Qualification	Year
1	Certificate Course in Air Travel Fare & Ticketing Course from YMCA, Delhi	2019
2	Diploma Course in Air Travel Fare & Ticketing Course from YMCA, Delhi	2019
3	Global Distribution System in Amadeus from IITC	2019

	world, Delhi	
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SKILLS: -

1. Proficient in MS Office
2. Quick Learner
3. Has Working xperience in Tally Erp

LANGUAGES: -

1. Proficient in English
2. Hindi

EXPERIENCE: - SS solutions, Delhi—

Job profile:- customer service executive in office administration

5thJune 2019- 10th May 2021

Worked as customer service executive

- Deals in customer queries
- Maintaining of proper records
- Customer dealing

PERSONAL DETAILS: -

Date of Birth	:	28th July, 1998
Nationality	:	Indian
Hobbies	:	Travelling, listening Music
Marital Status	:	Unmarried

Place:Delhi

Name:Muskan Sindhani