



# SHRUTI

## CONTACT

### Phone

+91 7011774945

### Email

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### Address

774/7 Govind puri, Kalka ji,  
New Delhi-110019

## SKILLS

- MS OFFICE
- Operating system

## LANGUAGE

- English
- Punjabi
- Hindi

## HOBBIES

- Dancing and singing
- Listening music
- Watching web series

## ABOUT ME

I'm looking for an opportunity to utilize my skills and abilities working with your organization that offer professional growth while being resourceful, innovative and flexible.

## EDUCATION

- Bachelors of business administration in retailing from I.G.N.O.U University .
- Diploma in Information and technology from Lal Bahadur Shastri Training Institute .
- 10th from Guru Harkrishan Public school , New Delhi passed out in 2018.
- 12th from Guru Harkrishan Public school , New Delhi passed out in 2020.

## EXPERIENCE

- Fresher

## STRENGTHS

- Self motivated and self directed.
- strong decision maker and work in teams.
- Adaptive to any environment and quick learner.
- Positive attitude.