



📍 Gurgaon (Haryana), 122016  
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## SUMMARY

Experienced individual who can smoothly manage work under pressure, someone who delivers on commitments. Aspiring Individual, who wants to be successful in professional field, by means of hard work, commitment and merit. Someone, who can work individually or as a part of a team, with meticulous and versatile approach towards work. I want to be part of a dynamic organization, where learning and creativity leads to effective growth and give opportunities to develop skills.

## SKILLS

- Leadership
- Effective Communication
- Self-Motivation
- Decision Making
- Marketing
- Multi-Tasker
- Computer Knowledge
- Web Surfing

# Surbhi Goswami

## EXPERIENCE

December 2023 - Current

### Executive Assistant IGT Solution | Gurgaon

I am currently working with Process(VFS) team in IGT Solutions. It involves direct client engagements, understanding various client issues, and providing solutions to them.

## EDUCATION

2023

### Master of Commerce | Commerce

Mahatma Gandhi Kashi Vidyapith, Varanasi

2021

### Bachelor of Commerce | Commerce

Mahatma Gandhi Kashi Vidyapith, Varanasi

### Intermediate School | Commerce

Divine Sainik School, Varanasi

### High School

Divine Sainik School, Varanasi

## LANGUAGES

### Hindi: First Language

### English:

Proficient

### C2

### French:

Elementary

A2

## HOBBIES AND INTERESTS

- Dancing
- Sports
- Crafting
- Reading
- Cooking
- Social Media Engagement
- Driving

## ACCOMPLISHMENTS

- Scored 71.15% in TCSNQTScore (Conducted on National Level).
- 2nd Prize in Running, Annual Sports Day, 2017.
- 3300+ Subscribers on YouTube.

## PROFESSIONAL TOOLS

- Sales Force
- Mioot

- Fuse
- Bolt