

GARIMA



PROFILE SUMMARY

Motivated and responsible graduate with a B.A. (Hons.) in English from Dyal Singh College, Delhi University, seeking an entry-level position in a multinational organization where i can apply my analytical skills, adaptability, and eagerness to learn while contributing to organizational goals.

CONTACT DETAILS



+91-9810120829



garimaakk@gmail.com



Govind Puri, New
Delhi

➤ EDUCATION

DYAL SINGH COLLEGE (DELHI UNIVERSITY)

B.A. English Hons. | 2025

GURU HARKRISHAN PUBLIC SCHOOL

12th standard | CBSE BOARD | 2022

**BALVANT RAY MEHTA VIDYA BHAWAN
(A.S.M.A)**

10th standard | CBSE BOARD | 2020

*Currently persuing Masters in English hons
Institute- IGNOU*

➤ LANGUAGE

- Hindi
- English

➤ SKILLS

- Strong written & Verbal Communication
- Creative Writing & Content Development
- Microsoft Office Suite (Word, PowerPoint, Excel)
- Time Management & Organizational Skills
- Teamwork & Collaboration

➤ EXPERIENCE

- Company- IDFC First Bank
- Position-> Customer Service Executive: Credit Card Inbound

➤ INTEREST AREAS

- Content Writing & Editing
- Social Media Management
- Event Coordination
- Research & Documentation
- Public Relations