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**SURBHI MALHOTRA**

**OBJECTIVE** :

My objective is to be able to work in a position that enables me to use my skills and abilities which can contribute to the growth of the organization.I want to create value and recognition on my work place by producing the best result for the company through synchronize and hard work. I can handle multiple tasks on a daily basis and can work well under the pressure.

**PERSONAL DETAILS** :

**NAME :** Surbhi Malhotra

**NATIONALITY :** Indian

**DATE OF BIRTH :** 13-09-1996

**ADDRESS :** 250/4 Model Town,Gurugram,Haryana,India , Pincode : 122001

**EMAIL :** [m.surbhimalhotra@gmail.com](mailto:m.surbhimalhotra@gmail.com) / [m.surbhi12@gmail.com](mailto:m.surbhi12@gmail.com)

**CONTACT NUMBER :**  +91-8368122293

**LANGUAGES KNOWN :** English (Written & Spoken )  
 Hindi (Written & Spoken )

**EDUCATIONAL QUALIFICATION :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR** | **DEGREE** | **NAME OF INSTITUTE** | **CGPA %** | |
| 2014-2017 | B.COM | SUNRISE UNIVERSITY,RAJASTHAN | | 65 |
| 2013-2014 | 10 + 2 (COMMERCE) | DAV PUBLIC SCHOOL, GURUGRAM | | 84 |
| 2012-2013 | 10 | DAV PUBLIC SCHOOL, GURUGRAM | | 74.1 |

**SKILL SETS :**

**TECHNICAL SKILLS :** Ms Word ,Ms Powerpoint, Corel Draw, Outlook

**SOFT SKILLS :**

* Self- motivated
* Focused
* Good presentation skills
* Good time management skills
* Quick learner and keen observer
* Ability to work under pressure
* Enthusiastic
* Energetic
* Passionate
* Ambitious
* Team player
* Calm
* Friendly

**EXPERIENCE :**

* Neha Jewellers (Nov’17- Present)

Visual merchandiser & store associate

**ACHIEVEMENTS :**

* Got a certificate for participation in A’ La Mode 2012 & Green Olympiad 2009.
* Got a certificate of achievement for standing 3rd in English Handwriting Competition.
* Got a certificate of achievement for standing 2nd in Group Dance Competition.
* Got a certificate of Fevicryl Workshop/Painting Course & Testing Textile Industry workshop.
* Got a certificate for participation in career launcher-Test Your Engineering Quotient.
* Got a certificate for a fashion show organised by Ansal University.