**CONTACT INFORMATION**

NAME- UNNATI TAK

CONTACT NUMBER -6377097672

ADDRESS- E-94A MEHANDI KHOLA MATA ROAD SHASTRI NAGAR , AJMER

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**CAREER OBJECTIVE**

To gain relevant management experience and knowledge with dedication and

Hard work, harness a strong track record of building business volumes and Growing profitability in a reputed organization*.*

**PERSONAL INFORMATION**

DATE OF BIRTH- 18thMAY1996

PLACE OF BIRTH- AJMER

CITIZENSHIP- INDIAN

**KEY SKILLS**

Well developed and effective Communication Skills

Curious to explore and learn new things

Ability to work in team

Payroll and Employees management

Thrive in deadline driven environment

A Customer oriented, multitasking fresher with an MBA degree

**EDUCATION QUALIFICATION**

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| --- | --- | --- |
| High school | St.Mary's Convent school Ajmer | 2014 |
| B.Com | Samrath Prithviraj Chauhan Government College | 2014-2017 |
| MBA | MDS UNIVERSITY AJMER | 2017-2019 |

**EMPLOYMENT HISTORY**

* Worked as an English teacher in a private school
* Home tutor
* HR and Finance intern at Grand Xenia, Ajmer (2018)

**PROFESSIONAL QUALIFICATION**

* Certificate for first position in Writing Competition and Second Position in Collage

Making Competition

* MASTERS OF BUSINESS ADMINISTRATION IN HR AS MAJOR SUBJECT AND FINANCE AS MINOR SUBJECT
* CERTIFICATE OF APPRECIATION AS VOLUNTARY CONTRIBUTION
* Second position in Curricular activity
* Successful participation in MEGA Painting Competition
* Successful participation in International Mathematics Olympiad
* Successful participation in National Science Olympiad
* Trophy of First Runner-up in Drawing Competition by KPACADEMYPVT.LTD