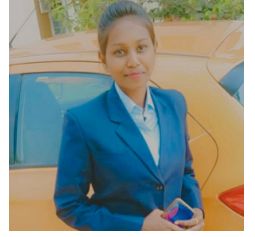


# Rekha Pareet

## Personal Details

- Phone : 8296219635
- Email : Rekharit35@gmail.com
- Address : A/p: Mudhol  
Tq: Mudhol  
Dist: Bagalkot



## Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## Education

| Course / Degree  | School / University                             | Grade / Score | Year      |
|--|---|---------------|-----------|
| B,v, v, sanghas Institute of management studies Bagalkot | Rani channama university Belgaum                | 72            | 2020-2022 |
| S, R, kanthi commerce college mudhol                     | Rani channama university belgaum                | 68.43         | 16-17     |
| Basaweshwer woman's pu college mudhol                    | Karnataka pre-university Board Examination      | 65.5          | 2012-2013 |
| New girls high school mudhol                             | Karnataka secondary Education Board Examination | 58.56         | 2010-2011 |

## Experience

- **Sales receptionist** 1/8/2017 - 31/12/2019  
Attiti two Wheeler's pvt limited  
Successfully managed good relationship with customer's handled incoming and out going calls and our team achieved all over india 8th Rank and karnataka first Rank.

## Skills

- MS Word
- MS excel
- Microsoft PowerPoint

## Certification

- Tally 9.0

## Self Appraisal

- Punctual and hard working, ambitious and energetic
- Capacity to cope with demanding working schedule.
- Optimistic, self confidence
- Excellent communication skills, both written and oral

## Languages

- Kannada, English

## Professional Skills

- communication skills
- Working knowledge with computer and internet
- Relationship building

- Problem solving

### **Hobbies**

- Reading
- Singing
- Writing
- Drawing

### **Declaration**

- I hereby declare that all the information is true to best of my knowledge

Rekha pareet