

RINKOO SAXENA

Add - 504, Ganesh Nagar street no. 6 Bareilly
Gmail. Id - saxenarinkoo67@gmail.com
contact no.- 8272882450

OBJECTIVE :-

I am seeking challenging opportunities where I can use my skills for the success of the organization.

EXPERIENCE :-

- **SHAMSHEK FASHION PVT. LTD.- As a Client Service Specialist**
From 26/03/2020 - 30/03/2023
- **THINK AND LEARN PVT. LTD. (BYJUS) – As a Senior Education Counselor**
From 08/05/2023 - 30/10/2023
- **THINK AND LEARN PVT. LTD. (BYJUS) - As a Student Success Specialist**
From 31/10/2023 - 17/03/2024
- **VIROHAN HEALTHCARE PVT. LTD. - As an Admission Director**
From 18/03/2024 - currently working

ACADEMIC QUALIFICATION :-

B.com	M.J.P.R.U Bareilly	2016-2019	55%
Diploma in Electronics Engg.	UPBTE	2012-2015	78%
12th	UP BOARD	2011	61.66
10TH	UP BOARD	2009	63.33%

SKILLS

- I have good and Soft **Communication skills** , **Interpersonal skills**. and **Convincing skills** and Also have a positive attitude with co-operative nurture.
- I am an **Active listener** and have, Problem **analyzing and Problem solving** skills .
- Good knowledge of computer fundamentals and the internet and Email process also.
- Typing knowledge of Hindi and English with good speed and accuracy .

HOBBIES

Watching moveis , playing volleyball and seeing new places.

ADDITIONAL INFORMATION

Father Name - Mr. Naipal
Nationality - Indian
Gender - male
Marital status - Married
DOB - 08/01/1994
Language - English and Hindi

DECLARATION

I have declared that all above information is true and fine to the best of my knowledge .

Date :-

RINKOO SAXENA