

Harshita Varshney

Finance & HR

To work with an organization that provide me with the opportunity to implement my skills and knowledge along with the organizational growth.

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Aligarh

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EDUCATION

MBA

SSLD Varshney Institute of Engineering & Management

2020 - 2022

Aligarh

Courses

- Finance & HR

BBA

Gagan College of Management & Technology

2016 - 2019

Aligarh

12th

Heritage International School

2016

Aligarh

Courses

- Commerce

10th

Heritage International School

2014

Aligarh

WORK EXPERIENCE

Marketing Telecaller Executive

AGS Telecaller Marketing Company

11/2021 - 04/2022

Aligarh

Achievements/Tasks

- Handling Team Driving Team to achieve the targets and goals
- Interacting with the clients
- Communicating verbal acceptances of offers to our sales team for closing.

SKILLS

MS Office

Team Work

Consumer Handling

Problem Solving

Leadership

Time Management

PERSONAL PROJECTS

Recruitment and Selection Process of Maruti

- Attract and encourage more and more candidates apply in the organization
- Increase the pool of job candidates at minimum cost.

CERTIFICATES

Attended 24 hrs Microsoft Office specialist international certification training .

6 week online course Stepathon ,Standardised English proficiency from the HINDU Group

Certified at CCC in NIELIT

LANGUAGES

English

Professional Working Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Badminton

Writing

Art & Craft

Swimming

Photography