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***Shruti Shekhawat***

### Personal Information

* Date and Place of Birth: 26/11/1982 jaipur, India
* Address: 381 sector 8 vidhyadhar nagar,jaipur(Rajasthan)India
* E-mail: **shrin.shekhawat@gmail.com**
* Telephone: +91 9829135355

### Education and Qualification

**UNIVERSITY OF RAJASTHAN: INTERNATIONAL COLLEGE FOR GIRLS IN ENGLISH LITTERATURE, SOCIOLOGY & COMPUTER APPLICATION IN year 2005**

**SYMBIOSIS PUNE: Done MBA in HR year 2008**.

### Languages

**Hindi & English:** Native language

**ENGLISH: Advanced**, oral and written expression.

* As I studied throughout in Convent School
* Completed My Graduation & Post Graduation in English.

### Computer Skills

* Microsoft Office/Open Office
* Internet
* Surfing
* Typing Tutor for enhancing my speed of Typing
* Languages Visual Basic, DOS, C, C++
* Html
* Java
* Done one Year Diploma DISM in Computers from Aptech Institute
* Had Computers in My Graduation too

### Work Experience

* **June 2008- April 2011: Worked as an HR in K.K Logistics, India**
* **October 2006- MAY 2008: Branding Manager in Dwarka Gems Ltd.**
* **May-September 2006:** Processing Supervisior in ICICI Bank,Jaipur, India.
* **Dec-April 2005: English** teacher for Senior students in Modern School, India.
* **Jan-November 2004:** English teacher for High School students named Candelwick School in India.

### Other relevant information

* Indian driving license (vehicles < 3,500 kg)