

**DIVYA RAMCHANDANI**

Dubai, UAE

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**Objective**

To be a part of an organization where get a chance to use my knowledge and skills to  
Contribute in the progress of the organization as well as myself.

**Professional Qualification**

- Bachelor of Commerce from HEC College, Haridwar, Uttarakhand.
- Diploma in Tally 7.2, Tally 9.0 from SMT Computer Institute, Haridwar, Uttarakhand.
- Pursued NTT (Teacher Training Course) from Jwalapur Inter College, Haridwar, Uttarakhand.

**Academic Qualification**

- Qualified Higher Secondary Examination From SN Inter CollegeHaridwar, Uttarakhand
- Qualified secondary examination from Holy Ganges Public schoolHaridwar, Uttarakhand

**Work Experience**

Worked as office assistance in Sea and land shipping (UAE) 2 year experience

- Documentation
- Clearance
- Handling all accounts work
- Attending calls
- Replying emails

**Basic Strength**

- Confident

- Co-Operative
- Managing and Motivating Skills
- Team Work

### Key Skills

- Good Motivational and Communication skills.
- Ambitious, Enthusiastic, Creative and Dedication to Work
- Confidence to take up any challenge.
- Determined & disciplined & always ready to learn anything new in a short duration.
- Time Management.
- Self-motivation.

### Languages known

- English (Write/ Read/ Speak)
- Hindi (Write/ Read/ Speak)

### Hobbies & Interest

- Listening music.
- Interaction with people.
- Movies.
- Reading.
- Explore new stuffs
- Art & Craft

### Personal Details

- Husband Name : Mr. Mukesh Ramchandani
- Date of Birth : 07 January, 1995
- Gender : Female
- Religion : Hindu

- Marital Status : Married
- Permanent Address : SS 2<sup>nd</sup>, D-1 House No.59, LDA Colony Lucknow.

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

(Divya Ramchandani)