

CURRICULUM VITAE

GARIMA BATRA

Contact No:-

7464840356 Alternate no. 8057690813

E-mail id:-

Goutambatra8057@gmail.com

Languages known:-

English & Hindi

Address:-

Tej Nagar, Suhag Nagar, Kamla Nagar-Agra

Objective and Career Goal:-

To work for the organization to the best of my Knowledge and ability from where the Organization could benefit from my services And provide me with knowledge that are Professionally important to me.

Key Strengths:-

- Positive mindset
- Strong determination
- Self-motivation
- Punctuality
- Adaptable

Computer Knowledge:-

- MS Word, Excel and Internet.
- Hindi Typing, Photoshop7.0.

Hobbies:-

- Travelling
- Appreciating Music
- Dancing
- Internet Surfing
- Writing
- Art

Academic Qualifications:-

Examination	Board/University
10 th	High School pass from up board in 2019
12 th	Intermediate pass from up board in 2021
B.A	B.A pass from Dr B R Ambedkar University in 2023
MBA (Pursuing)	Agrawan Heritage University

Work Experience:-**Total Experience:-**

5 Years

Designation: -

HR, Computer Operator, Office managements

Company Name:-

Teacher — N.L. Senior Secondary School (2021–2022)

Sales Executive & RTO Assistant — Yamaha Showroom (2022–February 2023)

Skillyards Versatility Pvt Ltd as a Business Development Executive And Counselor.

Relationship Manager (RM) — The Insurance Portal Company (April2023 - 2024)

June 2024 - September 2025

Responsibilities:-

(Office Admin, Telecaller, Coordinator)

Location:-

Sanjay Place–Agra

Other Personal Details:-

Father's Name :Mr. Tulsi Ram Batra

Nationality :Indian

Date of Birth :12 Feb 2002

Marital Status :Unmarried

Religion :Hindu

Declaration:-

I hereby declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Agra

Date:

(GARIMA BATRA)