
Curriculum vitae

► Shalini RANJAN

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Career Objectives

A well-equipped position in a result oriented company that seeks ambitious and career conscious person, where acquired skills will be utilized towards continued growth and advancements

ABOUT MYSELF

1. smart working and persevering
2. work effectively in a team
3. hard work and enormous memory

ACADEMIC PROFILE

1. Bachelor in Arts (Hindi Hon's) from Magadh University, Bodh-Gaya (1997-2000)
2. Intermediate in Arts from Bihar board (1997)
3. S.S.C from Central Board of Secondary Education (1995)

ADDITIONAL QALIFICATION

1. Post Graduate Diploma (Hindi)in Masscom , Patna University, Bihar
2. 6 month Computer Course, Microsoft Office.

SKILL SET

1. Programming languages - Microsoft Word, Excel and Powerpoint
2. Operating system - Windows 10

Experience

1. Worked as News Editor in Ankhon Dekhi, Print Media – 2004-2005
2. Worked as news anchor in Samay News, Exhibition Road, Patna – 2005-2006

EXTRA CURRICULAR ACTIVITIES

1. 1.5 Years Home tutor experience.

PERSONAL PROFILE

Name – Shalini RANJAN

Spouse name – Kumud RANJAN

Nationality – Indian

Date of birth - 01-11-1980

Hobbies - Photography, Singing , Playing games

Languages known - Hindi ,English

DECLARATION

As the enclosed resume simply summarizes my capabilities and career history ,there is considerably more to relate . I would appreciate the opportunity to meet with you personally to specifically discuss what I could do for your organization.

Place: Bangalore

(Shalini Ranjan)