



ADDRESS:

Pinto Park, Gwalior  
(474005)

Contact:

7471188435  
vidhirajawat14@gmail.com

## VIDHI RAJAWAT

---

### OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

### Experience

“15 day” Work as Data Entry Operator in “DivyaDrishti” NGO, Gwalior

### Fresher

---

---

## SKILLS

---

- VERBAL AND WRITTEN COMMUNICATION ABILITIES IN ENGLISH AND HINDI.

- PROFICIENT IN COMPUTER APPLICATIONS AND SOFTWARE, INCLUDING MICROSOFT OFFICE SUITE (WORD, EXCEL, POWERPOINT).

- EXCELLENT ORGANIZATIONAL AND MULTITASKING SKILLS (TIME MANAGEMENT, PROJECT MANAGEMENT, ATTENTION TO DETAIL).

- ADAPTABILITY AND FLEXIBILITY.

- TEAMWORK AND COLLABORATION ABILITY TO WORK WELL WITH OTHERS, CONTRIBUTE TO GROUP PROJECTS, AND COMMUNICATE TO RESOLVE CONFLICTS EFFECTIVELY.

- Project management
- Communication

- Creativity
- Problem-solving

- Leadership
  - Attention to detail
-

---

## HOBBIES

- Learning new things
  - Chess
  - Music
  - Observing
- 

## EDUCATION

- ❖ 10<sup>th</sup> standard (2017), 12<sup>th</sup> standard (2019)  
[From Touchstone public school, Gohad (477116), Bhind dist.]  
Medium- English  
Board- M.P board  
Subject- PCM  
Result- 10<sup>th</sup> (82%) & 12<sup>th</sup> (81%)
  
- ❖ Bachelor of Arts (2019-2022)  
[From Kamla Raja Girls P.G College, Gwalior (474001), M.P.]  
Medium- English  
Result- 74%
  
- ❖ Diploma in Computer Applications (2021-2022)  
[From Makhanlal Chaturvedi University, Bhopal (M.P.)]
  
- ❖ Certificate in Advance Excel  
Duration- One Month  
[From ROM Computer, Gwalior]