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| HEENA JUNEJA |

MaharshiDayanand University Master of business Administration

Phone No.: +91-7206805106 E-Mail:-heenajuneja39@yahoo.in

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| **Career Objective** |

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the Organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

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| Academic Record |
| Course | Specialization | Board/University | Percentage | School/College |
| M.B.A | Finance | MDU Rohtak | 76% | Divine College |
| B.Com | Vocational | MDU Rohtak | 60% | I.C College |
| SSC | Commerce | Hbse | 68% | St. V.B Convent School |
| HSC |  | Hbse | 66% | St. V.B Convent School |

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| **Work Experience** |

* Presently working in GD Goenka International School in Admin Department .
* Worked as a DMS operator and Billing Incharge in Lohchab Motor Company an Authorized dealership of Honda Motorcycle & Scooter India Ltd. for 1 year.
* Worked as a System Operator in Karvy Stock Broking Pvt. Ltd. for 2 years.
* Worked as a Technical Supervisor in LIC EDMS for 1 year.

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| **Roles & Responsibilities** |

* Billing
* DMS Handling and Maintenance
* Communication with the Area Incharge of HMSI regarding billing and day to day DMS reporting
* Planning &Organizing work at LIC office.
* Part of the Management Decisions.

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| **Computer Proficiency** |

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| **Operating System:** | Win 98, Win XP |
| **Packages:** | MS-Office, MS Excel, MS-Power Point |
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| **Achievements** |

1. **Won 1st prize in Dance Competition at school level.**
2. Actively participated in cultural activities, speeches and technical events at College Level

**KEY STRENGTH**

* Possess ability to work in team to accomplish the desired objective.
* Driven to learn and apply new ideas and skills.
* I take the things from the root level i.e. I always try to get the basic knowledge of the things I know.

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| **Hobbies and Interests** |

1. Listening to Music, watching movies.
2. Net Surfing.

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| **Personal Information** |

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| Father’s Name  | Mr. Suresh Kumar Juneja |
| Date of Birth  | 01 April 1987 |
| Address(correspondence) | Salara Mohalla |
| Gender  | Female |
| Marital Status  | Married |
| Languages Known  | English, Hindi. |
| Nationality | Indian |

**Place:**Rohtak **HeenaJuneja**