Mob. No: 7987900624

E-mail: choubey.0405@gmail.com

Niketa Choubey

JOB OBJECTIVE

Being a commercial executive, the chosen objective of my career is to achieve a position playing a key role in Administration or Servicing Industrial functions by creating, leading and motivating a committed team to deliver the best of the Industry. The key objective to be an effective executive proactively works within the policies and constraints of the organization.

PROFESSIONAL PROFILE

Dedicated, Resourceful and Innovative to achieve the target with reference to set standards in practice, goals and excel further. Continuous updating of methods and practices in the relevant field and applying them in the specific context within the entire length and breadth of the organization and reviewing the activities in a time bound manner.

STRENGTHS

- Self confidence and Hard work
- Strong Commitment and Sincerity
- Adaptability to changes
- Time Management

ACADEMIC EXCELLENCE

COURSE	Year	INSTITUTION/ BOARD
10 th	2007	S.E.B.A
12 th	2009	A.H.S.E.C
Graduate (B.com)	2012	GUWAHATI UNIVERSITY
B.ed	2020	GUWAHATI UNIVERSITY

TECHNICAL EXCELLENCE

- Passed Diploma in Visual Information and Technology (MS Office Package)

PROFESSIONAL EXPERIENCE

ORGANISATION	DESIGNATION	DURATION	RESPONSIBILITIES
ST.PAUL ENGLISH HIGH SCHOOL GUWAHATI	TEACHER	1 YEAR	TEACHING
SHIVA PUBLIC ENGLISH MEDIUM SCHOOL	TEACHER	9 MONTH	TEACHING

PERSONAL PROFILE

Husband's Name : Mr. Arun Kumar Choubey

Date of Birth : 26/01/1991

Sex : Female

Religion : Hindu

Marital Status : Married

Nationality : Indian

Language Known : English, Hindi

Hobbies : Reading Books and listening to Music & Movie

Address for Communication : OP JINDAL HOSPITAL STAFF QUARTERS
HOUSE NO :EF 34
KHARSIA ,RAIGAR CHHATTISGARH
Mob. NO: 7987900624 8103073637

Permanent Address : Panchsheel nagar west kalimandir satsang bhawan
Charoda Bhilai
Durg Chahttisgarh
Pin No -490025
Mob. NO: 9827472094,8103073637

I hereby declare that the above mentioned statements are true to the best of my knowledge.

Place :
Date :

Niketa choubey