

SUMMARY CV

Vandana Swami



Position: Programme Assistant

Year of birth: 1994

Nationality: Indian

Language: English & Hindi

Qualifications: Master's in Business Administration
Specialisation in Finance & Marketing, Maharishi Arvind Institute of Science & Management

Bachelor's in Business Administration, Rajasthan University

Key skills: Microsoft word
Power Point, Excel

Email id: vsw@cuts.org

Profile

Vandana joined CUTS CITEE in July 2018 as a Programme Assistant.

She has completed her Master's in Business Administration under Finance & Marketing in 2017 from Maharishi Arvind Institute of Science & Management.

Currently, she is working in an ongoing project on EPTAF and NTBAGR. Also, she is handling E-forums, Database Management.

She has keen interest towards organising work, like events and other office work. She is sincere and dedicated towards her work and also likes to try out new things, experimental and determined.

Experience & Skills

She has three years of work experience. Earlier she worked at Lohagarh Fort Resort from March 07, 2014 to August 07, 2016 as a Sales Executive and then at Teleperformance from October 08, 2016 to June 09, 2017 as a Technical Support Executive.