

Curriculum Vitae

Kyajari Mog
Undergraduate in Bachelor of Business Administration
9862525621 / 9366096886
kyajarimog29@gmail.com



Self-motivated Undergraduate aspirant currently pursuing Bachelor degree in Business Administration with HR Specialization. Dedicated to works and produces result with the best of my knowledge and abilities. Good enough in accomplishing scheduled tasks at the earliest possible time. Looking forward to see me placed in one of the good organizations and deliver my sincere contribution to it.

Career Objectives:

- Work-oriented and highly motivated undergraduate in Bachelor of Business Administration, seeking for an opportunity providing organization to add valuable additions to my knowledge and skills acquired from my ongoing bachelor course and from recently completed internships as well.
- Strong desire to learn and fit into the organization to contribute my sincerity and dedication towards organizational and personal growth.

Skill Sets/ Key Competencies/ Personality Traits:

- ▶ Quick learning skill (if trained or taught)
- ▶ Good listener
- ▶ Acquires high degree of patience

Academic Profile:

Examination	Specialization	Board/ University	Year of Passing	Percentage/ CGPA
Bachelor of Business Administration	Human Resource	ICFAI University Tripura	2020	
12 TH	Science	Central Board of Secondary Education	2017	CGPA-6.2
10 TH		Central Board of Secondary Education	2014	CGPA-7.8

Software Proficiency / Other Technical Skills:

- ▶ Good typing skills

Work Experience

Internships

1st Internship

- ▶ Tripura Tourism Development Corporation Limited, Agartala
- ▶ Duration: 29th May – 20th July 2018
- ▶ Description: Got an opportunity to work in Tripura Tourism Development Corporation Limited as an Intern, where I was assigned to visit different tourist lodges and spots to collect data, customer feedbacks and prepare report for the same.

2nd Internship

- ▶ Bharti AXA Life Insurance Agartala
- ▶ Duration: 29th May – 19th July 2019
- ▶ Description: I again worked as an Intern at Bharti AXA Life Insurance Agartala. I learned and gained knowledge about insurance and most importantly got to know how people work in real workplace. I was assigned to find out customer's satisfaction level towards the policies of the company.

Awards and Achievements (mention only if any):

- ▶ 2nd Position in Entrepreneur Poster Making and rewarded with a prize which was conducted by Faculty of Management Studies, ICFAI University Tripura

Extra-Curricular Activities:

- ▶ Debate Competition
- ▶ Quiz Competition

Hobbies / Areas of Interest:

- ▶ Reading books in free time
- ▶ Loves to keep things neat and clean and in order as well.

Language Proficiency:

- ▶ English
- ▶ Hindi

Personal Overall Details:

- ▶ Date of Birth: 3rd January 1997
- ▶ Name of Mother: Krasong Mog
- ▶ Present address: Radhanagar Agartala West Tripura 799101
- ▶ Permanent address: Hazachari Sudho Mog Para, P.O.- Suknachari, P.S.- Silachari, Dist.-Gomati Tripura, Pin-799104

Declaration:

I, hereby declare that, all the information given above is true to the best of my knowledge and belief.

Place:

Date:

(Signature)