**CURRICULUM VITAE**

**GARIMA JAIN**

R-10, GREEN PARK EXTN.

NEW DELHI-110016 CONTACT NO.-9560454467

**CAREER OBJECTIVE**

Seeking a job where I could get to learn more and polish my skills , continuing my capability through synergy of learning and earning to have a positive attitude in life and to work in a growth oriented organisation , which provides an opportunity to enhance technical skills acquired and gain additional knowledge in a learning environment

**EDUCATIONAL QUALIFICATIONS**

* 10th from CBSE Board, Delhi, 2006
* 10+2 from CBSE Board, Delhi, 2008
* Graduate in B.COM (honors) from Delhi University, 2011
* Expert in french language (Read, speak and write) from Alliance francaise de delhi. (A1 Level, A2 Level, B1 Level, B2 Level, C1 Level)
* DELF A2, DELF B1
* Advance Diploma in French from Delhi University, 2013
* Translation course from Alliance francaise de delhi, 2014
* International Language Testing System (IELTS) in Academic (band 7) from British Council India.

**LANGUAGES KNOWN**

* English
* Hindi
* French

**TECHNICAL EXPERTISE COMPUTERS**

* Word, Excel, Powerpoint, Internet

**Professional Experience**

* Research Associate in **Spearhead Intersearch** from 2nd December 2013- 31st January 2014.

I Conducted initial research and engaged in talent acquisition with my team.

* Project Manager in **Business France, Embassy of France**, Delhi from 13th October 2014 – 28thFebruary 2015 on contract basis.

1. Engaged in market study.
2. Informed French companies about opportunities to do business in indian market.
3. Identified potential indian partners and organized b2b meetings.

**KEY ACHIEVEMENTS**

* Being called as a judge in **K.R. MANGALAM** School, Vikaspuri.
* Extend of contract for 2 months 15 days based on performance in **Embassy of France**, Delhi.

**OCCAISIONAL DUTIES**

* To carry out other reasonable duties and responsibilities assigned

**PERSONAL COLOUMN ABOUT MYSELF**

Positive outlook towards career, dynamic, energetic, result oriented, hard working, strong analytical ability to cope with stress and strain of work pressure in a professional approach to get the best result in the course of performance of responsibilities.

**PERSONAL DETAILS**

Name : Garima Jain

Father’s Name : Sandeep Jain

Date of birth : 12th Sept 1990

Sex : Female

Nationality : Indian

Marital status : Single

Hobbies : Reading, Dancing, Listening to music etc.

**DECLARATION**

I hereby certify that all the information provided here is correct to the best of my knowledge

DATE:

Place: New delhi

**(GARIMA JAIN)**