

Pallavi  
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### **Carrier objective**

To secure a challenging position in a reputable organization to extend my learning, knowledge, and skills.

### **Educational Skill**

s.no.	class	Board/University	Marks obtained	Percentage
1	10 <sup>th</sup>	H.P.Board	513	73
2	12 <sup>th</sup>	H.P.Board	311	71
3	B.com.	HPU		

### **Skills**

- Active listening.
- Communication.
- Computer skill.
- Leadership.
- Management skill.

### **Hobbies**

- Sports.
- Traveling.
- Reading.
- Writing.
- Team sports.

## Computer skills

- Analytics.
- Social media.
- Graphic design.
- Microsoft office.
- Spreadsheet.
- Email communication.

## Personal detail

**Name:-** Pallavi  
**D.O.B.:-** 30/08/2001  
**Address:-** vill.mera(khilra),P.O.meramasit  
Teh.sunder nagar, dist.mandi  
H.P. 175036  
**Marital Status:-** Unmarried  
**Nationality:-** Indian  
**Language known:-** Hindi,English  
**Mobile No.:-** 8544790720

## Declaration

"I hereby **declare** that all the information furnished above is true to the best of my belief." "I do hereby **declare** that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge."

Date :30/07/2020

Sign.:-.....

## ✓ Preparing for an interview

- Carefully examine the **job** description. ...
- Practice your speaking voice and body language.
- Conduct mock interviews
- Print hard copies of your resume
- Prepare your travel arrangements

- Analyze the Job

The study of **jobs** within an organization. It consists of **analyzing** the activities that an employee performs; the tools, equipment, and **work** aids that the employee uses; and the working conditions under which the activities are performed.

- Research the Company

- Before you attend a job interview, it's important to [find out as much as you can](#) about not only the job, but also the company. Company research is a critical part of interview preparation. It will help you prepare to answer interview questions about the company and to ask the interviewer questions about the company. You will also be able to find out whether the company and its culture are a good fit for you.
- For a concise understanding of the company, check out the company website, specifically the “About Us” page. Get a sense of how the company compares to other organizations in the same industry by reading articles about the company in industry magazines or websites. You can also check out [company reviews](#) from clients, and from current and former employees.

- Also, spend time tapping into your network to see if you know someone who can help give you an interview edge over the other candidates.

- Get Your Interview Clothes Ready

Don't wait until the last minute to make sure your interview clothes are ready. Have an [interview outfit](#) ready to wear at all times, so you don't have to think about what you're going to wear while you're scrambling to get ready for a job interview.

- Decide What to Do With Your Hair

How you style your hair for a job interview is almost as important as the interview clothes you wear. After all, the interviewer is going to notice everything about you, including your interview attire, hairstyle, and makeup, and you only have seconds to make a great impression.

Research [hairstyles for short, medium, and long hair](#) for inspiration on what to do with your hair when you're interviewing.

- What to Bring to a Job Interview

It's important to know what to bring (and what not to bring) to a job interview. Items to bring include a portfolio with extra copies of your resume, a [list of references](#), a list of questions to ask the interviewer, and something to write on and with.

It's also important to know what *not* to bring, including your cell phone (or at least turn your phone off), a cup of coffee, gum, or anything else beyond yourself and your credentials.

- Practice Interview Etiquette

Proper [interview etiquette](#) is important. Remember to greet the receptionist, your interviewer, and everyone else you meet politely, pleasantly, and enthusiastically.

➤ During the interview:

- ✚ Watch your body language
- ✚ Shake hands firmly
- ✚ Make eye contact as you articulate your points
- ✚ Pay attention
- ✚ Be attentive
- ✚ Look interested

✓ Get Directions

If you're interviewing in-person, it's important to know ahead of time where you need to go for your job interview. That way, you'll avoid running late to the interview. Use Google Maps or a similar app to get directions if you're not sure where you are going.

Program your GPS, if you have one, so you can find the best route to the company. Check on parking, if it's likely to be an issue.

If you have the time, it's a good idea to do a practice run a day or two before the interview. That way, you'll be sure about where you are going and how long it will take to get there. Give yourself a few extra minutes and arrive a little early for the interview.

You may also want to [confirm the interview time and place](#), just to be sure you're heading in the right direction.

## ✦ Listen and Ask Questions

During a job interview, listening is just as important as answering questions. If you're not paying attention, you're not going to be able to give a good response.

It's important to listen to the interviewer, pay attention, and take time, if you need it, to compose an appropriate answer. It's also important to discuss your qualifications in a way that will impress the interviewer.

Also, be ready to engage the interviewer. You want there to be a give and take in the conversation, so you're [building a relationship with the interviewer](#) rather than just providing rote responses to questions. Have questions of your own ready to ask the interviewer.

## ✓ Follow Up With a Thank You Note

Follow up a [job interview with a thank-you note or email](#) reiterating your interest in the job.

Consider your thank-you letter as a follow-up "sales" letter. Restate why you want the job, what your qualifications are, how you might make significant contributions, and so on.

This thank-you letter is also the perfect opportunity to discuss anything of importance that your interviewer neglected to ask or that you neglected to answer as thoroughly, or as well, as you would have liked. Good luck!