**RESUME**

**KM.NEHA**

**Address:-** Sarsol ,Near Royal Residency , ALIGARH-202001

**Contact:-** 9368409179

**Email:-**  [nehaarajput30@gmail.com](mailto:nehaarajput30@gmail.com)

**Career Objective:-**

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

**JOB TARGET**:

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation

**Academic Qualification:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **BOARD / UNIVERSITY** | **INSTITUTE** | **YEAR OF PASSING** | **PERCENTAGE** |
| DIPLOMA (IT) | BTE UP LUCKNOW | Km. Mayawati govt. girls polytechnic Badalpur (G.B. Nagar) | 2018 | 73 |
| X | U.P. BOARD | A.B Inter College | 2015 | 78 |

**Computer skills:-**

* Basic knowledge (MS WORD, MS EXCEL, INTERNET SURFING, EMAIL.)

**Working Experience:-**

**February 2019 – July 2019**

* Experience profile in Data entry operator at HITACHI AC service center.

**Activities/Seminar Certifications**

* Certificate of merit for securing 3rd Position in yearly exam 2016-2017
* 1month training in course of vocational training from 01/07/2017 to 31/07/2017
* Certificate of participation at “**Entrepreneurship Awareness Camp”** 2017

**Hobbies:-**

* Travelling
* Reading books

**Personal Details:-**

**Date of Birth** :- 02/02/2000

**Father's Name** :- LATE Krishna Gopal

**Gender** :- Female

**Nationality** :- Indian

**Language known** :- Hindi & English

**Permanent Address** :-Vill- Chandraula, post- Kulwa, Dist.- Aligarh, U.P

**Declaration:-**

* I promise that the particulars given above are true to the best of my knowledge and belief .
* I also Promise that I will stick to the rules & regulation of the company & put my best to improve the proactively to the company within my boundaries.

Date --------------- (KM. NEHA)

Place ---------------