

RESUME

Deepali B. Dadheech

245/A ,Karni Vihar

Near Heerapura,Ajmer Road

Jaipur (Rajasthan)

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Career Precise

To achieve targets and be an asset in the organization working for represent and serve with ample efforts upgrading best of my skills and knowledge for mutual prospects of growth and development.

Academic Credentials

QUALIFICATION	SCHOOL/COLLEGE/UNIVERSITY	UNIVERSITY/ BOARD	YEAR	STREAM/DEGREE
MA	SHAHID RIPUDAMAN COLLEGE,SAWAI MADHOPUR	KOTA UNIVERSITY	2016	SANSKRIT
BA	GIRLS COLLEGE, CITY SAWAI MADHOPUR	KOTA UNIVERSITY	2014	SANSKRIT,HINDI LIT.,SOCIALOGY
12TH	GYANDEEP SHIKSHAN SANSTHAAN,SAWAI MADHOPUR	RBSE	2010	ARTS
10TH	GYANDEEP SHIKSHAN SANSTHAAN,SAWAI MADHOPUR	RBSE	2008	ALL SUBJECTS

Key Skills

- Good working Knowledge MS office Automation Tools (Word, Excel, Access, Power Point).
- Good Knowledge of Accountancy and Tally.
- Knowledge of English & Hindi Typing.
- Committed towards the assignment given to me.
- Good communication and interpersonal skills.
- Creative, Hard working, Enthusiastic and Honest.

Working Experience

- I had teaching experience for 2 years at Private English Medium School.

Professional Course

- Done DCA (Diploma in Computer Application) Course at NET Computer Academy, Jaipur.

Interests

- Office Management
- Teaching

Personal Details

Name	: Deepali B.Dadheech
Husband Name	: Mr.Shubham Dadheech
Father's Name	: Mr.Siddharth Bhargava
Mother's Name	: Mrs.Sangeeta Bhargava
Date of Birth	: 2-06-1993

Gender	: Female
Nationality	: Indian
Marital Status	: Married
Father's occupation	: Businessman

Extra Curricular Activities

- I won many prizes at school and colleges.

Declaration

I hereby certify that the information furnished above is authentic and complete to the best of my knowledge and belief.

Deepali B. Dadheech