

DRISHTI

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Career Objective

To secure a challenging career where I can effectively contribute my skill in technical industry, possessing component managerial and communication skill.

Work Experience

Fresher

Academic Qualifications

Degree	School/College	Board/University	Year of Passing
ADIT	NSTI-Noida	D.G.T	Pursuing
MA(English)	I.G.N.O.U	Ignou University	Pursuing
BA(Programme)	D.U	Delhi University	2021
C.I.T.S	NSTI-Hyderabad	D.G.T	2020
I.T.I	I.T.I Dheerpur	D.G.T	2019
12th	Patrachar Vidyalaya	C.B.S.E	2018
10th	Dr. MKK School	C.B.S.E	2016

Computer Proficiency

- Basic Software knowledge.
- MS Office
- Typing Speed:-50-55wpm

Personal Strengths

- Good Communication Skills.
- Capacity of Working for long hours to achieve the organisational goal.

- Self Motivated and dedicated person with a positive attitude.
- Believe in team works and always ready to help others in team.

Hobbies

- Surfing Internet
- Typing
- Teaching

Personal Details

Father's Name	:	Shalinder
Date of Birth	:	24/09/2000
Languages Known	:	English, Hindi, Punjabi
Nationality	:	Indian
Gender	:	Female
Marital Status	:	Unmarried

Preferences

1. Punctual and reliable with the ability to work independently or as part of a team.
2. Excellent Communication Skills, both oral and written.
3. Time Management.

Declaration

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

Date:

Place:

(Drishti)