# Swati Gupta

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D/o Jatinder Gupta

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**Objective**

Want to become a part of dynamic and leading organization, to learn the things from the well experienced employees of a reputed organization where all my sound skills can be utilized in a positive way and also a chance to employ my knowledge in the best interests of the organization.

# Qualifications

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| --- | --- | --- | --- | --- |
| **Sr.No** | **Degree/Certification** | **University/Organization** | **Year of passing** | **Division** |
| 1 | **MCA(Master of Computer Education)** | Punjab Technical University/ Lala Lajpat Rai Institute Of Engineering and Technology(Moga) | 2014 | 75% |
| 2 | **BCA(Bachelor of computer Education)** | Punjab University/ D.M College(Moga) | 2011 | 65% |
| 3 | **10+2** | C.B.S.E | 2008 | 69% |
| 4 | **Matriculation** | C.B.S.E | 2006 | 67% |

# Key Skills

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| --- | --- |
| Operating System | Windows xp, Windows 98 |
| Applications | MS Office 2000,97,95 |

**Experience:**

3 months teaching and managing experience in an Industrial Training Institute(Brainwave chd).

**Extra-Curricular Activities**

* Class representative during master degree.
* Class representative during graduation.
* Took part in Youth Festivals during graduation. (singing)
* Scored O Grade(75-89.99%) in Commerce Talent Search Examination
* Got awards in drawing competitions by CAMLINE and BARTIYA ART EDUCATION SOCIETY

**Strengths**

Willingness to learn new things

Punctuality, Honesty, Responsible

**Personal Information**

Father’s Name : Mr. Jatinder Gupta

Gender : Female

Marital Status : Single

Language Known : Punjabi, Hindi, English

Nationality : Indian

Birth date : 28 November 1989

# Declaration

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

**Your Sincerely**

**(Swati Gupta)**