**RESUME**

**GYANU**

DOB: 2nd Jan, 1998

Block-2/28, Geeta Colony,

Delhi-110031

Email Id: gyanuchaudhary1998@gmail.com

M.No.: 9910810659

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**CARREER OBJECTIVE**

To learn and enhance my knowledge of Modern Office Practice Skills, so as to contribute the best of my abilities towards the growth of the organization.

**EDUCATIONAL QUALIFICATIONS**

* Passed B.A., Programme (2016-19) from School of Open Learning, Delhi University.
* Passed 12th (Commerce) from Dev Samaj Vidya Niketan Sr. Sec. School (CBSE), Gurugram in 2016.
* Passed 10th from Dev Samaj Vidya Niketan Sr. Sec. School (CBSE), Gurugram in 2014.

**PROFESSIONAL QUALIFICATION**

* 03-Year Diploma (2016-19) in MODERN OFFICE PRACTICE (English) from Meera Bai Institute of Technology (Board of Technical Education), Maharani Bhag, New Delhi.

**EXPERIENCES**

* Two-Month Vocational Training in BHEL, Siri Fort, Delhi.
* 1.5 years experience as Chat Advisor with Amazon Process (Concentrix Daksh India pvt ltd Gurugram)

**CERTIFICATE COURSE UNDERGONE**

* Career Development Course by Quest Alliance at Meera Bai Institute of Technology, Maharani Bagh, New Delhi.

**SKILLS**

* Typing (English): 40WPM
* Computer : Fundamentals & Microsoft Office

**LINGUISTIC PROFICIENCY**

* Hindi & English

**HOBBIES**

* Listening to music.
* Reading novel.

**DECLARATION**

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

**Place:-**

**Date:-**

**(GYANU)**