

## **CURRICULUM VITAE**

K-9, 1st Floor  
S.S Park  
Near Khan Market  
New Delhi – 110003  
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[intachshruti@gmail.com](mailto:intachshruti@gmail.com)

### **SHRUTI KUMAR**

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To attain the heights of my career through my hard work and dedication towards my work. I would like to seek a job, which will give me sample scope for experience and contribute my appetite to learn.

### **OBJECTIVE**

- ❖ To work in an environment which requires skilled work to achieve company's goal and to enhance my skills & experience for assisting my career as well as company and national development.
- ❖ To maintain the process of learning and career growth.

### **EDUCATIONAL QUALIFICATION**

- ❖ 12<sup>th</sup> passed from C.B.S.E. Board
- ❖ 10<sup>th</sup> passed from C.B.S.E. Board

### **PROFESSIONAL QUALIFICATION**

- ❖ One year Diploma in Office Management from New Delhi, YMCA in 2008.  
(Learning points – Steno/Typing, MS-Office, English Communication skills)

### **TECHNICAL SKILLS**

- ❖ Windows
- ❖ MS-Office (Word, Excel)
- ❖ Internet

### **PROFESSIONAL EXPERIENCE**

- ❖ Presently working with Indian National Trust for Art & Cultural Heritage (INTACH) as an Office Assistant since June, 2015.

- ❖ Worked with Directorate of Enforcement, Lok Nayak Bhawan, Khan Market, New Delhi as Data Entry Operator on contractual basis for 1 year.
- ❖ Worked with Ministry of Rural Development, Department of Land Resources, Nirman Bhawan as Data Entry Operator on contractual basis for 3 months.

### **NATURE OF RESPONSIBILITIES**

- ❖ Typing of letters
- ❖ Handling Phone Calls
- ❖ Filing all official records
- ❖ Making requisitions for payment/settlement

### **PERSONAL PROFILE**

Name	:	Shruti Kumar
Husband's Name	:	Mr. Ranjeet Kumar
Date of Birth	:	25 <sup>th</sup> December, 1988
Languages Known	:	English, Hindi & Punjabi
Religion	:	Hindu

Date:

Place: New Delhi

**(SHRUTI KUMAR)**