

## **CURRICULUM-VITAE**

### **(PRESENT ADDRESS)**

#### **MADHU**

C-35, SANJAY NAGAR  
SECTOR 23, RAJNAGAR  
GHAZIABAD U.P  
Contact No. 8586892057  
E-mail gmadhu1509@gmail.com

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### **PERMANENT ADDRESS**

69, SANGLI MESS  
MANDI HOUSE  
DELHI

### **CARRIER ATTITUDE**

A responsible and challenging position when I will use my abilities skill and dedication towards duties with and aim of company "growth"

### **EDUCATION QUALIFICATION**

- Graduate in B.A. from C.C.S. University
- 12th Passed From U.P. Board.
- 10th Passed From U.P Board.

### **COMPUTER SKILLS**

- Ms-Word, Ms-Excel, Ms-Power Point, Internet.
- Knowledge of English & Hindi Typing

### **PROFESSIONAL QUALIFICATION**

One Year course of Basic Knowledge in computer From "Sai Shakti Charitable Computer Centre.

### **WORKING EXPERIENCE**

- **Five Year Experience as a DATA ENTRY OPERATOR/ COMPUTER OPERATOR in Employee Provident Fund Organization. (Correspondence work)**
- **One years Experience as a COMPUTER OPERATOR in M/s Sudhir Associates. (Correspondence work and online networking/tender work etc.)**
- **Three month Experience as a DATA ENTRY OPERATOR in C.S. Datamation Web Research. (Data Entry only )**

## **PERSONAL DETAILS**

Husband name	:	Mr. SHANKAR
Nationality	:	Indian
Marital status	:	Married
Sex	:	Female
Religion	:	Hindu
Language known	:	Hindi & English

## **STRENGTH**

- Positive Thinking, Honest, Hard Working.

## **DECLARATION**

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

**Date:**

**Place:**

**(MADHU )**