

# RESUME

## KAVITA DASS

**Add: -** Saraswati Enclave, Near Maruti Kunj

Bhondsi, Gurgaon (Hr.) - 122102

Mobile +91 – 7042256787

Email I'd –dasskavita3@gmail.com

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### **CARRIER OBJECTIVE: -**

- ❖ To achieve a creative position in an organization that high professional standards are maintained through participation and co-operation with management and help to develop team work to achieve corporate objective.

### **ACADEMIC QUALIFICATION & TECHNICAL: -**

- 10<sup>TH</sup> Passed from CBSE Board.
- 12<sup>TH</sup> Passed from CBSE Board.
- Graduation from Gurugram University.

### **COMPUTER KNOWLEDGE: -**

- Computer Diploma F – Tech Badshahpur.

### **WORK EXPERIENCE: -**

- 4 Months Experience in Troodon Media as a data entry operator.
- Worked with in Meraaki Manpower Services Pvt. Ltd. as a Data entry Operator from Dec. 2024 to till date.

### **PERSONAL DETAILS: -**

Father's Name	:	Mr. Ganesh Dass
Date of Birth	:	01/03/2002
Gender	:	Female
Religion	:	Hindu
Nationality	:	Indian
Marital Status	:	Unmarried
Language Know	:	Hindi & English

### **DECLARATION: -**

- ❖ I hereby declare that the information is true in my best knowledge and belief.

Date: -

Place: -

**KAVITA DASS**