




RESUME

RINKA RANI

 **Address:**D-1071,Goyla Dairy Near Satya Public School New Delhi-110071

 **Phone No:** 8448819627

 **Email:**rinka4185@gmail.com

OBJECTIVE:

To get a responsible position in areputed company where I can enhance my skill sand knowledge.

ACADEMICSQUALIFICATIONS:

- ☆ Completed class 10thFrom CBSE Board.
- ☆ Completed class 12thFrom CBSE Board.
- ☆ BA Completed Delhi University
- ☆ MA Completed(DU).

SKILL:

- ☆ Diplomain Computer Applocation.
- ☆ Tally,GST,Income Tax.

STRENGTHS:

- ☆ Confident ,Smart, Good Team Worker.
- ☆ Hard working & Punctual.
- ☆ Good Listener & Learner.
- ☆ Very Good Interpersonal Relation.

HOBBIES:

- ☆ Watching Movies, Reading Books

WORKEXPERENCE:

- ☆ 1 Year Work Experience in Data Entry Operator.

PERSONALDETAILS:

☆ Father'sName	-:-	Mr.Jai Prakash Yadav
☆ DateofBirth	-:-	25/05/2002
☆ Gender	-:-	Female
☆ Nationality	-:-	Indian
☆ LanguageKnown	-:-	Hindi,English
☆ MaritalStatus	-:-	Unmarried

DECLARATION:

I hereby declare that all the details provided above are true to the best of my knowledge.

Date: _____

Signature:-RINKA RANI

Place:-New Delhi