

# SUNITA

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Jyoti Park, Sector 7 Ext., Gurgaon

## CAREER OBJECTIVE

An exciting and rewarding career in professional environment with continuous challenges, calling for utilization of the extensive knowledge and experience

## EXPERIENCE (20+ YEARS)

- **FEE CASHIER** August 2022 - Till Date  
Working as Fee Cashier at Sucheta Memorial School, Sector - 5, Gurgaon.
- **FEE CASHIER** 2007 - July 2022  
Worked as Fee Cashier At Dev Samaj Vidya Niketan Sr. Sec. School, New Colony, Krishna Colony, Gurgaon.
- **LIBRARIAN** 2003 - 2007  
Worked as a Librarian at Colonel Public School, Gurgaon.
- **COMPUTER TEACHER** 2001 - 2003  
Worked as a Computer Teacher at Shiv Shakti High School, Gurgaon.

## EDUCATION

- Class 10 - Board of School Education, Bhivani, Haryana
- Class 12 - Board of School Education, Bhivani, Haryana
- Graduation - B.A - M.D University, Rohtak
- Post Graduation - M.A (Hindi) - Delhi University

## PROFESSIONAL QUALIFICATION

- Bachelor of Education (B.Ed) - M.D University, Rohtak
- Bachelor of Library Science (B.Lib) - Kurukshetra University, Kurukshetra
- Computer Course (1 Year) - Bal Bhavan, Gurugram
- I.T.I With Trade Computer Operator (1 Year) - I.T.I, Gurugram

## PERSONAL DETAILS

- Date Of Birth - 6 August 1977
- Sex - Female
- Languages Known - Hindi and English