# CURRICULUM VITAE

**SILVI DUDEJA**

**H.No-184/9**

**SHIV PURI**

**GURGAON**

**09899982817**

**E-mail:** silvibreja@gmail.com

## JOB OBJECTIVE:

* To add depth to my knowledge and experience by utilizing my potential towards the accomplishment of assigned goals and growth of the organization.

## ACADEMIC QUALIFICATION:

* Done **10th**  from CBSE in 2005 securing 81%.
* Passed **12th** from CBSE in 2007 securing 81%.

## PROFESSIONAL QUALIFICATION:

* Completed BCA from D.A.V. Institute of Management, Faridabad .
* Completed MCA from MDU
* Completed MSC from MDU

## COMPUTER SKILLS:

**Ms-Office :** Word, Excel, Access, Power Point

**Operating System :** WINDOWS 98, 2000, XP, windows 10

**Programming :** C, C++, Visual Basic, Java, HTML,VC++

**Database :** Oracle 8i

## JOB PROFILE:

* WORKED AS **PGT COMPUTER TEACHER in GITA CONVENT SCHOOL**, FARIDABAD
* Smart Worker, Fast Learner & Willingness to learn new things
* Ready to work in stressful situations and always standing by the team.
* Able to prioritize workload and adapt quickly to changing needs.
* Enthusiastic, Hard working, Sincere, Honest and ready to grab new responsibilities.

## EXTRA CURRICULAR ACTIVITIES:

* Acted as **HOUSE CAPTAIN** and **CLASS** MONITOR for three consecutive years in Class X, XI and XII
* Also acted as **CLASS REPRESENTATIVE** in BCA first year
* Participated in **Interactive Training on Soft Skills** at NIAM in 2008
* Attended workshop on IT in DAV INSTITUTE OF MANAGEMENT
* Achieved Scholarship Certificate in College and in my School

## PERSONAL DETAILS:

* Name : Silvi Dudeja
* Husband Name : Mr. Raman Dudeja(9899281424)
* Date of Birth : 26th August 1989
* Nationality & Sex : Indian & Female
* Languages : Hindi & English
* Hobbies : Watching Movies & Internet Surfing and learning new things
* Salary Expected : As per Company Rule
* Permanent Address :H.NO.184/9 Shiv Puri

Gurgaon

Ph.No. 9899982817

## DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief.

* DATE:
* PLACE: Gurgaon **(Silvi)**