

KANIKA KAPOOR
456, Nimri Colony, Ashok Vihar, Ph-4, Delhi - 110052
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kanikakapoor2015@gmail.com
Date of Birth: 9th May 1997

BIO
I am a graduate from University of Delhi . I am a fresher. I have a good knowledge of MS Office, Stenography & have a 30 word per minute Typing skill as well.

ACADEMIC PROFILE

Degree	Institute / School	Board	Year
B.A Prog	School of Open Learning	Delhi University	2020
Advance Computer Course	N.C.C.T Centre of Excellence	N.C.C.T	2016
HSC	National Institute of Open School	N.I.O.S	2016
SSC	Govt. Girls Sr Secondary School	C.B.S.E.	2014

- ◆ Certified Stenography & Typing course from Walia Institute.
- ◆ Certified Advance Excel Course from DICS Computer Education Institute.

- HOBBIES**
- Reading Newspapers
 - Drawing & Painting
 - Typing
 - Listening Music
 - Cooking
 - Watering Plants
 - Cycling

PERSONAL DETAILS

Full Name : Kanika Kapoor
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Father’s Name : Mr. Krishan Kapoor
Mother’s Name : Mrs. Anju Kapoor