

CURRICULUM VITAE

PARUL

H.No-214 RANA PRATAP BAGHDELHI -110007

MOBILE-7678106069

EMAIL- paruldika18@GMAIL.COM

CAREER OBJECTIVE:-

To Promote the Goodwill of the Company for better output through a disciplined, organized and progressive ways with my sincere hard work and interest in the task entrusted to me.

EDUCATIONAL QUALIFICATION:-

QUALIFICATION	SCHOOL	BOARD/UNIVERSITY	PERCENTAGE	YEAR
10 TH	Guru Harkrishan Public School	CBSE	65%	2019
12 TH	Guru Harkrishan Public School	CBSE	78%	2021
B.A Eng(Hons)	Du sol	DELHI UNIVERSITY		PURSUIING

PROFESSIONAL QUALIFICATION:-

- Tally ERP 9
- Basic Computer Knowledge
- Excel, Power Point & Word
- Excellent Written and Verbal communication skills.

STRENGTH

- Great Team Player & Supportive Behavior
- Self-Motivation & Positive Attitude
- Ability to Learn New Things
- Hardworking , Flexibility

WORK EXPERIENCE:-

9 Months In ARROWTECH INFOTECH As Receptionist & Admin

3 Months in Telecalling

3 Months in Grand Venezia as Receptionist

3 Months OutletWork Manage

PERSONAL INFORMATION:-

Father's Name :Naresh kumar

Date of Birth : 18/12/2003

Marital Status : Unmarried

Nationality : Indian

Religion : Hindu

Language : Hindi & English

Declaration:-

All information furnished above in this resume is true and correct to the best of my Knowledge & belief.

PLACE : DELHI

SIGN :