

CURRICULUM-VITAE

PRIYANKA SHARMA

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Objective

To be a Typist (Hindi and English) cum Computer operator at an organization where my exceptional knowledge of Computer applications and fast and efficient typing speed will be used and the rigorous responsibilities that comes with the job will instigate me to perform better.

Career Summary

- Good typist (Hindi and English) with extensive managerial skills.
- Good Knowledge of different type of Hindi typing fonts like Kruti dev, Kundli, Shiva medium, Shusha, Mangle etc.
- Extensive Knowledge of using office equipments like scanner, Printer, fax and photocopy machines etc.
- Technical sound knowledge of modern computer applications like Paint, MS Office, Excel, PageMaker, Internet, Email, etc.
- Got Merit Certificate in Hindi Writing competition on senior level in school.

Skills

- Skilled in sending emails, letters, memos and supervise other official activities.
- Ability to understand dictation from officials and expert in converting it into a paper copy by typing it swiftly.
- Skilled in maintaining complex records and reports.
- Edit completed work for grammar, spelling and punctuation.
- Demonstrated proficiency in composing written communications.
- Excellent Interpersonal skills to behave in a best possible ways with the visitors in the company/Organization.
- Proficient in the use of Microsoft Windows and Office software, a calculator and a copier.

Work Experience

Organization	:	Cybertel Paylink Pvt. Ltd.
Address	:	Shop no 252, Vardhman Star city mall, Sector 7, Dwarka, New Delhi.
Role	:	Computer operator cum Office Assistant (1 Y)

Organization : **Anuradha Publication**
Address : Pankha Roda, Nangal, New delhi-110046
Role : Hindi Typist, (Typing for Books, Novels, Newspapers, Proof reading, Editing, Excel work etc.)

Organization : **Prgya Publication Pvt. Ltd.**
Address : E-15 Pragti Vihar Hostal
Lodhi Road, New Delhi.
Role : Assistant Editor–(Hindi Typing, Proof reading, Editing, etc.) –(1Y)

Additional Knowledge

❖ Ecommerce, Excel, Blogs etc.

Responsibilities

- ❖ Communication of messages, receiving & using judgment calls regarding nature of business and urgency of situation.
- ❖ Data entry duties depending on the task set.
- ❖ Assisting the office maintenance team in organization .

Educational Qualifications

- Post Graduate (M.A Pass) from IGNOU Delhi.
- Graduate (B.A Pass) from IGNOU Delhi.
- Passed Senior Secondary School from CBSE curriculum.
- Passed Secondary School from CBSE curriculum.

Personal Details

Father's Name : Sri Kripa Shankar Sharma

Religion : Hindu

Nationality : Indian

Gender : Female

Age : 27

Languages Known : English and Hindi

Marital Status : Un-Married

Hobby : Reading , Writing & work on Computer

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

Priyanka Sharma