

CURRICULUM VITA

MINAKSHI

ADDRESS

Block No 35.set NO 19 U.S.Club ,
Shimla (H.P.)17001
M 8894690088

Email :minakshiverma0000@gmail.com

CAREER OBJECTIVE

- ✓ To pursue a career in an organization where I can use my qualifications skill and knowledge in that best interest of organization .
- ✓ Aspire to work with an organization which can tap may potential, so that I can contribute to it meaningfully and grow as professional.

EDUCATION QUALIFICATION :

- ✓ 10th from H.P. Board .
- ✓ 10+2 from H.P. Board.
- ✓ B.A from H.P. U. Summer Hill.
- ✓ M.A from H.P. U. Summer Hill.
- ✓ PGDCA from H.P. U. Summer Hill.
- ✓ One year computer course(DCA).
- ✓ Pursuing M.Sc. IT

EXPERIENCE :

- ✓ One year working experience at sampuran yatra pvt Company as Data Entry Operator Shimla .
- ✓ Four year working experience at H.P. Secretariat as Data Entry Operator ,on outsource basis .

PERSONAL SKILL

- ✓ Good Communication Skill.
- ✓ Can work in a team as well as individually.

POSTIVE ASSETS:

- ✓ Smart Work
- ✓ Fast Learner
- ✓ Honest
- ✓ Patient Nature

STRENGTH:

- ✓ Punctual
- ✓ Hard Working
- ✓ Positive Attitude

Languages Known:

- ✓ English
- ✓ Hindi

PERSONAL DETAILS :

Husband Name	:	KUNAL
Date of Birth	:	10-03-1990
Sex	:	Female
Marital Status	:	Married
Nationality	:	Indian

DECLARATION:

I certify that above information furnished above is true and correct to the best of my knowledge and belief.

Place: Shimla

Date: MINAKSHI VERMA