**CURRICULUM VITAE**

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NAME : **JYOTI BAIRWA**

Address : FH-208, Scheme No 54 ,Vijay Nagar Indore Madhya Pradesh

Mobile - 91-7869773418

Email : **jyotibairwa81@gmail.com**

**PROFESSIOMAL QUALIFICATIONS**:

* M.Phil from Devi Ahiliya Vishvvidalya Indore MP Year 2011

**EDUCATIONAL QUALIFICATIONS**

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| --- | --- | --- | --- |
| Institution | Degree(s) obtained | Year | Division |
| MP Board Bhopal | High School | 1996 | Second |
| MP Board Bhopal | Intermediate | 1999 | Second |
| Devi AhilyaVishavVidyalya Indore (MP) | B.sc | 2008 | Second |
| Devi AhilyaVishavVidyalya Indore (MP) | M.A | 2011 | First |

**Professional Attainments: 5 Years**

**Organisation : Bhartiy Gramin Mahila Sangh (BGMS) Indore**

**Duration : July 2015 to Till date**

**Designation : Councillor cum office Admin asst**

**Bhartiya Gramin Mahila Sangh (BGMS)** is a National level voluntary organization functioning with commitment and dedication to elevate the socio-economic status of the urban and rural communities for the past 45 years. BGMS, a woman centric organization, commenced its work in Indore district of Madhya Pradesh in 1969 with a vision to work with the rural women to provide livelihood and education

**RESPONSIBILITIES HANDLED**

* Work as a councillor at Family counselling centre
* Maintain Record and Reporting to higher officials ,Prepare case studies .Documentation ,Field Visits
* Office Secreatrtrial work.
* To support on various programmes

**Organisation : Lok Biradari Trust Indore**

**( From June 2011 to August 2011 )**

**Designation : As a Trainee**

**RESPONSIBILITIES HANDLED**

LANGUAGE PROFICIENCY:

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
| English | √ | √ | √ |
| Hindi | √ | √ | √ |

Computer Literacy

|  |  |
| --- | --- |
| MS-Word,  MS-Excel, PowerPoint  Internet  MIS Software | Quality Documentation with good typing speed,  Data compilation and analysis ,  Preparing presentation,  Surfing, E-mail |

PERSONAL DETAILS

Mobile : +91 7869773418

Date of birth : 20thJune 1981

Nationality : INDIAN

Marital Status : Married

Husband : Mr vivek Bairwa

**Reference**

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| **Ms Usha Agrwal**  **Secretary BGMS Indore** |  |

CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience

JyotiBairwa

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