**RESUME**

**CHANDNI D PUROHIT** E-Mail: [chandni.purohit2000@gmail.com](mailto:chandni.purohit2000@gmail.com)

Mobile: 7893203807

**Career Objective:-**

I believe in getting to the root of things and work my way up from there; I know that success isn’t got overnight. I choose to work my way up the ladder of success. I’m a quick learner and my work speaks for itself.

I think different but at the same time I make sure that it is within the standards set by the organization.

**Experience Summary:-**

**Organization:**

* **Leap Pre School**

Duration: 4 Months

* Worked as Admin & Teacher
* **“Triveni Talent School”**

Duration: 8 Months

Job Role and responsibilities:

* As a system administrator my job role is to prepare question papers, creating worksheets, weekend papers from the exam point of view.
* As per the request sometimes i was involved in data entry tasks and Active member.
* As per the instructions given by the Dean, I send mails to Triveni Talent School Branches etc.

**Extra Curricular Activity:-**

Done a Computer Course in MS-Office Package

**Educational Qualifications:-**

* B.A(Degree) from St Francis Women’s College
* Intermediate (CEC) from Rishi UBR Women’s college
* S.S.C from Triveni talent school

**Computer Knowledge:-**

* Operating System :- Windows XP
* Software :- Conversant with the MS-Office package and comfortable using
* MS-Word, MS-Excel, MS-Power Point
* Web Designing, Photoshop, Data Base Management System

**Skills and Strengths:-**

* Quick learner
* Good communication skills
* Self disciplined
* Creative with effective interpersonal skill

**Personal Profile:-**

Name : CHANDNI D PUROHIT

Father’s Name : DIGAMBER M PUROHIT

Date of Birth : 4th may 1991

Gender : Female

Marital Status : Single

Religion : Hindu

Nationality : Indian

Hobbies : Good at pencil sketch

Languages : Hindi, English, Telugu & Gujrati

Permanent Address : A-Block, 3rd Floor, 310

Kalki Gardens

Madinaguda

Hyderabad - 500050

Place: Hyderabad

Date:

**CHANDNI D PUROHIT**