

# Curriculum Vitae

## OBJECTIVE

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I am seeking employment with a company where I can use my talents and skills to grow and expand the company. Love to get challenges and full focus to complete my challenge. I am seeking a competitive environment, because competition helps us to archive our “Goals”.

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## PERSONAL DETAILS

Name : Neha Verma  
Sex : Female  
Nationality : Hindu  
Date of birth : 19.02.1993  
Languages : Hindi , English  
Hobby : Creativity, Curiosity to know something different ,

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## CONTACT ADDRESS

- Physical address :- Rz A-11 Street no-10 East Sagarpur New Delhi-110046
  - Contact Number :- 7836907879
  - Email address :- jbiebs.nidhi@gmail.com
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## ACADEMIC QUALIFICATIONS

- **High School,**
  - 10<sup>th</sup> Passed From CBSE Board Session 2008 .
  - 12<sup>th</sup> Passes From CBSE Board Session 2010.
- **University Degree & Major, Session 2014**
  - B.com (Pass) From Delhi University

➤ **Computer Skills**

- Basic Knowledge of Computer.
  - Diploma in **Information Technology** From Lal Bahadur Shartri Institute.
  - Knowledge of Mails , Internet , Handling Files , Carry Office Data , Phone calls etc.
  - Typing Speed in English **45 W.P.M**
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**RELEVANT EXPERIENCE**

- Starts work in **HDFC Bank Verification Department of Credit and Debit Card on the post of Tally Caller.**
- Promotional post as a **Data Entry Operator ( solve the cases of Merchant ) & The Team Leader**
- Data Entry Operator in Head Post Office of Lajpat Nagar.
- Two year Experience as a Typist in Post office.
- One year Experience as a Tally Caller in BPO & Back Office

**Place :- New Delhi**

**Date :-**

**Candidate Signatory**