

Curriculum Vitae

OBJECTIVE

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".

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 ,

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,**
 - 10th Passed From CBSE Board Session 2008 .
 - 12th 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**
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- **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