

CURRICULUM VITAE

REENA SHARMA

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CAREER OBJECTIVE:

Looking for a challenging position in the desired field regarding my experience and knowledge. My desire is to optimal utilization of my potentialities, professional growth and self fulfillment with the job.

ACADEMIC QUALIFICATIONS:

- Graduate from Rajasthan University.
- 12th pass from Rajasthan Board.
- 10th pass from Rajasthan Board.

PROFESSIONAL QUALIFICATIONS:

- N.P.T.T. from I.W.P. (International Woman Polytechnic), Delhi.
- Double M.A. (Hindi/Public Administration from Rajasthan University).
- Pursuing M.A. in Yoga from Sanskrit University, Uttarakhand.
- Certificate courses from I.G.N.O.U. (C.P.Y.), Delhi.

COMPUTER SKILLS:

- Basic knowledge of Computer Applications.

WORKING EXPERIENCE:

- 1 year worked as a Clerk in Bal Bhawan, I.T.O., Delhi.
- 1 year worked as a Cashier cum Shop Manager in GD Goenka, Model Town, Delhi.
- 2 years worked as a Cashier cum Shop Manger in Srijan School, Model Town, Delhi.

STRENGTH:

- Disciplined, Punctual & Responsible
- Ability to work in a team
- Hard Working, Sincere & Faithful
- Positive outlook to inspire others

PERSONAL DETAILS:

- Date of Birth : 20.08.1982
- Husband's Name : Mr. Bhawani Shankar
- Nationality : Indian
- Sex : Female
- Languages known : English & Hindi

Date:
Place:

(REENA SHARMA)