

CURRICULUM VITAE

(TGT COMPUTER SCIENCE)

Prem Lata

Mob - 8750455288

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Objective :- Be a part of an organization which is goal oriented and working in a professional environment where I can acquire new skills, expertise and attain in-depth knowledge of all the related skills required in a creative organization.

Professional Qualifications:-

Master of Computer Application (MCA) from Punjab Technical University (PTU) Jalandar, Punjab – 2011 - 74%.

Bachelor of Computer Application(BCA) from Maharshi Dayanand University (MDU), Rohtak Haryana – 2009 - 73.2%.

Technical Skills :-

Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

HTML Editing Tools: Macromedia Dreamweaver, Microsoft FrontPage.

Graphics Tools: Flash, Adobe Photoshop, Adobe PageMaker, Adobe Illustrator, In Design.

Educational Qualifications: -

XII (Arts with Math) from H.P Board of School Education, Dharmsala H.P. in 2006.

X from H.P Board of School Education, Dharmsala H.P. in 2004.

Work Experience: -

Working as a TGT Computer Science in American Montessori Public School Gurgaon(April 2016 - Present)

Worked as a TGT Computer Science in St. Martin's Diocesan School Delhi Cantt. (Dec 2011 – Oct 2014).

Personal Details :-

Full Name : Prem lata
Date of Birth : 25th March 1989
Gender : Female
Marital Status : Married
Address : Sector- 12 A, Gurugram, Haryana-122001
Contact : premlata.amps@gmail.com (8750455288)
Native Place : Himachal Pradesh
Nationality : Indian
Languages Known : English, Hindi
Interests/Hobbies : Reading Magazines, Net Surfing, Painting, Freehand Designing, Traveling
Strengths : Drive to grow and explore, hardworking, punctual and can work under pressure.

DECLARATION:

I hereby declare that all statements made in above resume are true and correct to my knowledge and belief.

Prem Lata

Date : 08.01.2020