

# RESUME

**KAMAL**

Address : 322/6 Hari Nagar Narwana, Jind, Haryana

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## Career Objective

To secure a challenging career where I can effectively contribute my skill in technical industry, possessing component managerial and communication skill.

## Work Experience

**One Years of Experience as a Data Entry Operator in HVPNL Office**

## Academic Qualifications

Degree	School/College	Board/University	Year of Passing
ADIT	NSTI-Noida	D.G.T	Pursuing
M.A (POLITICAL SCIENCE)	DDE -RHOTAK	MDU UNIVERSITY	2022
BA	DDE – RHOTAK	MDU University	2020
C.I.T.S	NSTI-JAIPUR	D.G.T	2021
I.T.I	STENO HINDI, STENO ENGLISH, COPA	D.G.T	2016,2017,2018
12th	ARYA KANYA MAHAVIDHYALYA SCHOOL	HBSC	2015
10th	ARYA KANYA MAHAVIDHALYA School	HBSC	2013

## Computer Proficiency

- Basic knowledge of computer.
- MS Office
- Typing Speed:- 40-42wpm

## Personal Strengths

- Good Communication Skills.
- Capacity of Working for long hours to achieve the organizational goal.

- Self-Motivated and dedicated person with a positive attitude.

### **Hobbies**

- Singing
- Traveling
- Dancing

### **Personal Details**

Name	:	KAMAL
Father's Name	:	SANJEEV
Date of Birth	:	08/09/1996
Languages Known	:	English, Hindi,
Nationality	:	Indian.
Gender	:	Female.
Marital Status	:	Unmarried

### **Preferences**

- Punctual and reliable with the ability to work independently or as part of a team.
- Excellent Communication Skills, both oral and written.
- Time Management.

Date:

Place: NARWANA

**(KAMAL)**