

JYOTI
H.NO.189, SECTOR-1, TYPE 3
SADIQ NAGAR, NEW DELHI-110049.
Mobile No. 8130915960, 8178677352.
01jyotipawar@gmail.com

JYOTI

CAREER OBJECTIVE

- To work with a dynamic organization with a professional setup where I can get an opportunity to face multiple challenges and sharpens skills by applying the acquired knowledge.

STRENGTHS

- Professional Attitude, Quick Learner, Team Spirit and can quickly Accumulate in any Milieu.
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QUALIFICATION

Academic

- B.A (Prog.) from DU
- 12th Pass from CBSE Delhi
- 10th Pass from CBSE Delhi

Additional

- One year advance diploma in software Engineering from Aztech Institute.
- One year Stenography course from Department of Training and Technical Education, Govt. of NCT of Delhi.
- Typing Speed is 40 W.P.M on Computer.

EXPERIENCE

- Worked in private firm Pavan Duggal Associates as a Stenographer from 4th July, 2013 to 17th Ma, 2014.
- Worked in Ministry of Defence (Finance) as PA to Additional Financial Adviser and Jt. Secretary from 1st September, 2014 to 30th November, 2016.
- Working in Ministry of Shipping as Data Entry Operator(DEO) since 1st April, 2017 till now.

PERSONAL PROFILE

Father's Name	:	Sh. Parmod Kumar
Date of Birth	:	01-07-1988
Gender	:	Female
Marital Status	:	Married
Nationality	:	Indian
Language Known	:	Hindi& English.