

# CURRICULUM VITAE

JYOTI SINGH

SRS-128, VILLAGE NASIR PUR

DWARKA SECTOR 1A

PALAM, NEW DELHI – 110045

CONT. 7838582859, 9958598660

Email : - myjyoti09@gmail.com

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## **OBJECTIVE:-**

- ★ Want to work in a challenging environment with full of Efficiency & Great Hard Work.
- ★ Want to achieve the goal of Organization.

## **I.T. SKILLS:-**

- ★ Operating System – Window 7/XP Server
- ★ Packages – Ms Word, Excel, Power Point & Word
- ★ Basic computer course from Manav Seva Sansthan

## **EXPIERENCE:-**

- ★ 6 month Data Entry operator in HEFCO Pvt. Ltd. ( New Friends Colony )
- ★ 1.5 years Data Entry operator in Friends International Pvt. Ltd. ( Green park )

## **EDUCATION QUALIFICATION:-**

- ★ High School Passed from C.B.S.E Board (2008)
- ★ Sr. Sec School Passed from C.B.S.E (2010)
- ★ B.A ( PROG.) from IGNOU (2015)

## **PERSONAL PROFILE:-**

Husband Name	:	Joginder Singh
Date of Birth	:	21 <sup>th</sup> January, 1992
Contact No.	:	7838582859, 9958598660
Languages Known	:	English and Hindi
Nationality	:	Indian

## **PERSONAL QUALITIES:-**

- ★ Confident, Energetic with an ability to learn, Friendly, Hard working, Flexible & Punctual.

**Date:-**

**Place :- New Delhi**

**(JYOTI SINGH )**