

CURRICULUM VITAE

JYOTI

House No: 10846

Nabi Karim

Jhandewala Road

New Delhi – 110055

Phone No. 9811374070

Email ID – jyoti0209j@gmail.com

OBJECTIVE:

To use my potential, creativity sincerity to the organization and simultaneously improve my knowledge and enhance my capabilities.

ACADEMIC QUALIFICATION:

10th Passed from CBSE in the year 2005

10 + 2 Passed from CBSE in the year 2007

Graduate from Delhi University in the year 2010

TECHNICAL EDUCATION:

1. Certificate Course in Computer Application from Ramakrishna Mission, New Delhi.
2. Basic Knowledge in Computer Application (MS Office, MS Excel, MS Access, Power Point, & Internet and Tally).
3. Typing speed in English – 40 w.p.m

WORK EXPERIENCE:

1. July 2010 to August 2011 to till date as Data Entry Operator at Alankit (the company of Pan Card) Jhandewalan Road.
2. Jan 2012 to Dec 2012 to till date as Data Entry Operator at Air Force (Civil Admin Flight 412, Air Force station) Race Course.
3. Jan 2013 (ICAO on the one month) to till date as Data Entry Operator at DGCA (Directorate General of Civil Aviation) Under Ministry of Civil Aviation.

4. August 2014 to 2016 (DTP Operator) to date as (BYJU'S CLASSES- IAS & CAT COACHING in Karol Bagh.

5. August 2017 to 2018 till JUNIOR ACCOUNTS JOB to have Taxation Advocate (Neeraj Khiwani Rajiendra Place Hemkunt Building).

6. **STRENGTH**

Hard working

Honest, sincere

Team work

Communication skill

PERSONAL DETAILS:

Father's name	Late Shri Vinod kumar
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Date of birth	02 nd September, 1987
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Gender	Female
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Nationality	Indian
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Religion	Hindu
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Marital Status	Single
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Languages Known	Hindi & English
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Hobbies	Listening Music
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Declaration:

I am hereby declared that each and every information given by me is true and correct according to best of my knowledge.

Place - New Delhi

Date -

(JYOTI)