

# **Curriculum Vitae**

UpasnaJha  
E-525, Budh Nagar, Inderpuri,  
New Delhi-110012  
Email Id:-minijha06@gmail.com  
Contact no.-09971984348

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## **Carrier Objective**

*To pursue a highly challenging and creative career, where I can apply my existing knowledge and creativity accurate new skills and contribute effectively to the organization.*

## **Academic Qualification**

- *High School from C.B.S.E. Board in 2011*
- *Intermediate from C.B.S.E. Board in 2013*
- *BA 3<sup>rd</sup> Year from Sol.DU*
- *Preparing for SSC Examination.*

## **Additional Qualification**

- *Basic Knowledge in Computer.*

## **Work Experience**

- *8 month experience in Wizmore Communication Pvt.Ltd as a Coustomer Care Executive*
- *1 year experience in PoojaFinelease Pvt. Ltd. as a Data Entry Operator in Insurance Department.*
- *Currently working in RMS Construction Pvt LTD as a Data Entry Operator in MES department.*

## **Strength / Ability**

- *Willingness to accept challenges and Friendly Behavior.*
- *Enabling faster and professional response to incidents.*
- *Always striving of Knowledge & Experience.*

### **Interest/ Hobbies**

- *Listening Music*
- *Reading Books*

### **Personal Detail**

*Father's Name:*            *ShriPramodJha*  
*Mother's Name:*        *Smt. RenuJha*  
*Date of Birth:*            *10<sup>th</sup> May, 1996*  
*Nationality:*              *Indian*  
*Marital Status:*         *Unmarried*  
*Language Known:*      *Hindi, English*  
*Address:*                  *E-525, Budh Nagar, Inderpuri, New Delhi-110012*  
*Contact No.(M):*         *09971984348*  
*Email Id: -*                [\*minijha06@gmail.com\*](mailto:minijha06@gmail.com)

***Date: - .....***

***Place: - .....***

***(UpasnaJha)***