

CURRICULUM VITAE

Surbhi Mehra
House No. 227, Satya Niketan,
Near Nanakpura Gurudwara Moti Bagh Part – II
New Delhi-110021
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CAREER OBJECTIVE

To work with an organization where my skills and knowledge can be utilized efficiently.

EDUCATIONAL QUALIFICATIONS

- Graduation from Delhi University
- 12th passed from CBSE Board, Delhi.
- 10th passed from CBSE Board, Delhi

COMPUTER KNOWLEDGE

- Basic Computer Knowledge

PROFESSIONAL QUALIFICATIONS

- Executive Secretarial Practice from YWCA of Delhi.
- Typing Speed – 45wpm
- Shorthand Speed – 80wpm

WORK EXPERIENCE

- 15 days on the Job Training with S.V.R. Auto Pvt. Ltd. 21st Jan. to 9th Feb, as an Office Secretary.
- Working in Comptroller Auditor & General of India as Secretary 3rd August 2009 to 31st May 2011.
- Working in Engineers India Limited as a Secretary from 2nd June 2011 to 23rd Jan 2012.
- Presently working in Comptroller Auditor & General of India as a Secretary from 16th July 2012 to Till date.

PERSONAL DETAILS

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| • Father's Name | : | Sh. Anil Kumar Chopra |
| • Date of Birth | : | 18 th December, 1985 |
| • Marital Status | : | Married |
| • Religion | : | Hindu |
| • Gender | : | Female |
| • Nationality | : | Indian |
| • Strengths | : | Hard Working & Honest |
| • Language Knows | : | English, Hindi & Punjabi |
| • Hobbies | : | Art & Craft, And Listening Music |

Date:
Place:

(SIGNATURE)
SURBHI MEHRA