

**PRIYA**

## **CURRICULUM VITAE**

**CELL NO. :7838252135**

**E-MAIL** Sharma.priyaa303@gmail.com

**ADDRESS** H.NO-272 , 3<sup>RD</sup> FLOOR,GURU RAM DASS NAGAR,LAXMI NAGAR,DELHI-110092.

### **Area of expertise**

- competent in interacting with people of various levels & culture.
- Efficient Communication Skill.
- Innovative, professional and goal-oriented approach.
- Good keyboard skills and fully IT literate with appropriate qualifications and experiences in the suite of **Microsoft applications**.
- leadership & team management.

### **EDUCATIONAL QUALIFICATIONS**

**2009**

- 10<sup>th</sup> – G.S.K.V(DELHI)**C.B.S.E BOARD.**

**2011**

- 12<sup>th</sup> – G.S.K.V(DELHI)**CBSE BOARD.**

**2011-2014**

- B.A HONS.(POLITICAL SCI).DELHI UNIVERSITY.

**2014-2016**

- M/A HONS.(POLITICAL SCI.)ALLAHABAD UNIVERSITY.

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### **PROFESSIONAL QUALIFICATIONS**

- DIPLOMA IN COMPUTER APPLICATION from **LAL BAHADUR SHASTRI TRAINING INSTITUTE(DELHI)..**

### **SOFTWARE**

- MS word, notepad, MS excel, MS access, MS powerpoint, MS-paint.
- Tally, foxpro.

### **WORK EXPERIENCE**

- 1 YEAR, WORK EXPERIENCE WITH **JAI AMBEY DOCUMENTS AS A COMPUTER OPERATOR(DELHI)**
- 1 YEAR,2 MONTHS WORK EXPERIENCE WITH **RADHA KRISHNA DOCUMENTORY AS A DATA ENTRY OPERATOR.**
- 3 YEAR,9 MONTHS WORK EXPERIENCE WITH **RESPONSIVE INSURANCE SERVICES PVT LTSD. AS A SALES EXECUTIVE & DATA ENTRY OPERATOR.**

### **INTRESTS**

- TEAM WORK.
- SOCIAL NETWORKING.
- MANAGEMENT.

### **PERSONAL SET**

**Fathers name :** Mr. R.D.DWIVEDI

**Date of birth :** 15<sup>TH</sup> AUG1994

## **PRIYA**

**GENDER** : FEMALE

**Marital status:** SINGLE

**Nationality:** Indian

**Language known:** Hindi,English

**POSTAL ADDRESS - 272 , 3<sup>RD</sup> FLOOR,GURU RAM DASS NAGAR,LAXMI  
NAGAR,DELHI-110092.**

I hereby declare that all the information furnished above is accurate to the best of my knowledge.

**(PRIYA)**

**DATE:**

**AVAILABLE FOR RELOCATION**