

RESUME

MEGHA

M-77/8 Vedram Colony Faridabad Haryana

Contact No.- 7678139935

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CAREER OBJECTIVE

To add value to organization as a good employee who will be an assets for the organization and to contribute creatively out of the ordinary mark in chosen field.

STRENGTHS

- Balanced in all situation
- Diligent and self confident.
- Good interacting skill and public relation.
- Dedicated towards any objective.

ACADEMICS DETAILS

- B.Com Pursuing 3rd year from IGNOU
- Passed 12th from HBSE Board Haryana in 2014.
- Passed 10th from CBSE Board New Delhi in 2012.

TECHNICAL QUALIFICATION

- Basic knowledge of Computer with tally ERP 9.
- Certificate Course of Customer Care Executive from IL&FS Institute of Skills Okhla, under PMKVY scheme.

EXPERIENCE

- One year experience as a Data entry operator in tendernews.com.

PERSONAL DOSSIER:

Father's Name : Mr. Shankar Singh Negi
Date of Birth : 04 Sept 1996
Gender : Female
Nationality : Indian
Religion : Hindu
Known Languages : Hindi& English
Marital Status : Single
Hobbies : Listening to music & Dancing and Solving number puzzle puzzle.

Declaration:

I declare that all above mentioned information are true best of my knowledge.

Date:

Place:

(Megha Negi)