

CURRICULUM-VITAE

CHANCHAL SINGHAL
WZ-468/C MS-Block
Hari Nagar Clock Tower
New Delhi-110064
Contact No- 8800402407.
Email-chanchalsinghal1995@gmail.com

SUMMARY

Energetic, motivated Personal Assistant who is highly organised and skilled at balancing the needs of clients in both personal and professional capacities. Strong work ethic and positive attitude. Highly effective in fast-paced work environments.

EDUCATIONAL QUALIFICATION:-

Pursuing M.A from IGNOU
B.Com From Delhi University
12th Passed from CBSE Board in 2012
10th Passed from CBSE Board in 2010

Skills:-

- Knowledge of Shorthand : 90 w.p.m
- Knowledge of Basic Computer
- Typing Speed : 35 w.p.m

WORK EXPERIENCE:-

- One year experience as a computer operator.

PERSONAL DETAILS:-

Name	Chanchal Singhal
Father's Name	Gopal Kishan
D.O.B	12 th April, 1995
Gender	Female
Marital Status	Single
Hobbies	listening music and Internet Surfing

Date:

Place:

(CHANCHAL)