

# RESUME

**Ms. LAKSHMI NEGI**

**Address:** H.No.291, Gali No.2, Raksha Enclave, Near Nehru Chowk, Mohan Garden, Uttam Nagar, New Delhi-110059

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## **Work Experience:**

- Working in **MoHFW** as Office Clerk-Cum-Typist last 8 years 4 months.
- Worked as Computer Teacher-cum-Supportive Staff in ‘**Asha**’ (Ngo) for 2 years 6 months.
- Worked as Computer Operator-cum-Cashier in **AFWWA** ‘**Sanchita**’ shop for 1 year.

## **Academic Qualifications:**

- M.A.(Hindi) from IGNOU
- B.A.(Pass) from Delhi University

## **Professional Qualification:**

- Diploma in Computer Software.
- Knowledge of English Typing

## **Personal Information:**

<b>Father's Name</b>	:	Shri Surendra Singh Negi
<b>Date of Birth</b>	:	13 December 1984
<b>Gender</b>	:	Female
<b>Marital Status</b>	:	Single
<b>Nationality</b>	:	Indian
<b>Language Known</b>	:	Hindi / English

**Date:**

**Place:** New Delhi

**(LAKSHMI NEGI)**