

# **CURRICULUM VITAE**

## **YOGITA**

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Khajuri Khas, Delhi-110094

### **CAREER OBJECTIVE**

Seeking a position to utilize my skills and learn my profession in the corporate world/ industry that offers professional growth while being resourceful, innovative, flexible and adaptable.

### **SNAPSHOT**

- Good Communication skills that have been honed through interacting with people at various post and level.
- A good analytical mind with willingness and ability to quickly learn new technologies.
- Ability and confident to take new responsibilities.

### **KEY SKILLS**

- ✚ One Year Diploma Of Computer Operator Programming Assistant (COPA) From Dheerpur I.T.I
- ✚ Knowledge of Advance Excel.
- ✚ Good Communication Skills.
- ✚ Good Positive Service Attitude for Work.

### **EDUCATIONAL CREDENTIALS**

Qualification	Institute/College	University/Board	Year
B.A Programme	SOL, Delhi University	SOL, Delhi University	2013
12th	Govt. Sarvodaya Kanya Vidyalaya, Khajuri Khas	C.B.S.E	2007
10th	Govt.Girls Senior Secondary School, Khajuri Khas	C.B.S.E	2004

### **STRENGTH**

- ✚ Hard-Working capability.
- ✚ Self-Motivated.
- ✚ Positive Attitude.

## WORK EXPERIENCE

- ✚ 2 years working experience in Digicom Management Service Pvt. Ltd. (As Data Entry Operator).

## WORK RESPONSIBILITY

- ✚ Daily basis Mails.
- ✚ Daily basis Chq Entry in Excel File.
- ✚ Give Revert to Bank Query on E-mail and Phone.

## PERSONAL DETAILS

Father's Name	: Mr. Kedar Nath	Home Address : 9/A, Block-B, Street No. 1, Khajuri Khas Delhi -110094
Date of Birth	: 21 May 1989	
Gender	: Female	
Nationality	: Indian	
Language Known	: English, Hindi	
Hobbies	: Reading Books, Listing Music	
Marital status	: Un- Married	

PLACE: Delhi

DATE:

(YOGITA)