

RESUME

NAMRATA MANKOO

RZK-2/4 NIHAL VIHAR

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CAREER OBJECTIVES:-

- To objective a renowned organisation to enhance my skills and knowledge and to work for the growth of the organisation.

QUALIFICATION:-

- 10th from C.B.S.E (60%)
- 12th from C.B.S.E (75%)
- Stenography knowledge
- Typography computer application

EXPERIENCE:-

- 1 year experience from company name always dry India. (2016)
- 6 month experience from company name Edihance Edutech private. (2017)
- Handle social media pages .
- Computer basic knowledge (word, excel, power point).
- Typing speed 40 to 45 word per minute.

STRENGTH:-

- Hard working
- Honest
- Sincere

PERSONAL INFORMATION:-

| | | |
|-----------------|---|------------------------------|
| FATHER'S NAME | : | SURENDER SINGH MANKOO |
| DATE OF BIRTH | : | 02-07-1997 |
| GENDER | : | FEMALE |
| MARITAL STATUS | : | UNMARRIED |
| LANGUAGES KNOWN | : | HINDI & ENGLISH & SHORTHAN D |
| HOBBIES | : | BADMINTON AND PLAYING SONG |

Declaration:-

I HEREBY DECLARE THAT ALL THE INFORMATION GIVEN ABOVE IS TO THE BEST OF MY KNOWLEDGE AND BELIEF

PLACE.....

DATE.....

(SIGNATURE)