

# CURRICULUM VITAE

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**WEST DELHI**

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## JOB OBJECTIVE

- ◆ To Work in a Professional Organization with an Intention of long-term association and Utilize skills To Fulfill Goals of Organization.

## EDUCATIONAL QUALIFICATION

Territory : Graduation complete

Secondary : 12th pass from C.B.S.E Board.

Primary : 10th pass from C.B.S.E Board.

## PROFESSIONAL SKILLS

- ◆ **Basic Knowledge of Computer.**
- ◆ **Diploma in Web Designing & Graphic Designing.**

## WORK EXPERIENCE

- ◆ 1 Year Work Experience in Live Wire as a Tele Caller { Narayana }.
- ◆ 8 Months Work Experience in F-Tec as a Receptionist {Rajouri Garden }.
- ◆ 1 Year Experience in Hr Solutize as a Hr Recruiter {Kirti Nagar}.
- ◆ 1 Year 6 Months Experience in Mdindia Health Insurance Tpa as a Senior Executive in Opreation Department {Karol Bagh}.
- 1Year Experience in Mahalakshmi Multi State Cooperative Group Housing Society Limited as a HR Manager (Dwarka sector - 12).

## STRENGTHS

- ◆ **Loyal & Initiative.**
- ◆ **Discipline & Honest.**
- ◆ **Helpfull & ConcerNed.**

## **PERSONAL DETAILS**

Father name -- Mr.Satish Kumar Arora

Date of birth -- 01-04-1994

Gender -- Female

Religion -- Hindu

Nationality -- Indian

Marital Status -- Unmarried

Language Known -- Hindi,English, Punjabi

I am confident energetic and honest person to accept challenges and perform my dedicate effort to achieve the results.

Date.....

Place.....

**{Nancy Arora}**