



DEEPMALA

WZ – 43, Tilak Nagar New Delhi – 110018

Mob: 91-9810246757

Email: vikasdisawar@yahoo.com

Objective

A trained, experienced and result-driven professional, eager to take on challenging tasks that utilize my knowledge and potential and provide continuous scope for enhancement of my skills and abilities leading to the growth of the Organization.

Profile

Extremely talented, self-motivated, good communication skills, enthusiastic and always seeking new challenges. Proven track record in providing leadership and instructional resources and services for implementation of users, as well as being accountable for all aspects of Administration job. Cleaning and discipline is strength in my administration job. Good Working experience in Ms Word, Ms Excel & Ms Office.

Core Competencies

- Creative and resourceful thinking.
- Ability to make quick and excellent decisions and organize thoughts in the face of time constraints and full workload.
- Strong team player with remarkable interpersonal skills.

MAJOR QUALIFICATIONS

- Over 1 year's data entry and administrative experience
- Typing Speed: 40 WPM

CORE COMPETENCIES

- Relationship building
- Proactive approach
- Problem solving and decision making

Professional Experience

MINISTRY OF FINANCE: - Job duration :(JULY 2008 to APR 2009)

HOME MINISTRY: - Job duration :(MAY 2009 to OCT 2009)

Academic Qualifications

2004 Bachelor of Arts from Delhi University.

1999 12th Arts from CBSE, New Delhi.

1997 10th from CBSE, New Delhi.

Professional Qualification

- Completed 1 Year Basic Diploma from NATIONAL OPEN SCHOOL (MS Word, MS Excel, MS Power Point and MS Outlook).

Personal Details

Date of Birth : 20th April 1982

Father's Name : Mr. Surendar Vaidh

Sex : Female

Nationality : Indian

Marital Status : Married

Languages : English, Hindi

Hobbies : listening to music.

I declare that the details given above are true to the best of my knowledge and belief.

Place: New Delhi

(DEEPMALA)