

CURRICULUM VITAE

PINKI

RZ 15/235, Dayal Park,
West Sagar Pur
New Delhi 110046
Mob. No.: 8860707062

CARRER OBJECTIVE

- To achieve success through hard work, dedication and self-confidence.

WORK EXPERIENCE

- Three years (05.09.2011 to 22.02.2014) work experience as a **“Computer Teacher”** in **“Today’s Soft Education Centre”** in Sagar Pur Vashist Park.
 - **MS word, MS Excel, Powerpoint, Tally ERP. 9, Photoshop, Corel etc.**
- Three Years and Eight Months (24.02.2014 to till date) work experience as a **“Data Entry Operator/Computer Operator”** in **“National Seeds Corporation Ltd.”** in Pusa.
 - Prepare Attendance of staff and maintain the leave.
 - Prepare sanction order regarding payment.
 - Work on software of HRMS.
 - Prepare letter.
 - Handling query regarding payments.
 - Maintain records.
 - Making vouchers & create general entry.

Educational QUALIFICATION:

- 10th passed from C.B.S.E. Board.
- 12th Passed from C.B.S.E Board.
- Graduation B.Com. (Pass) From Delhi University.

PROFESSIONAL QUALIFICATION:

- One Year Diploma in Computer Application (MS Word, Ms Excel, PowerPoint, Tally ERP. 9, Photoshop, Corel).

PERSONAL DETAILS

Date of Birth : 04.08.1989
Father's Name : Sh. Jagdish Kumar
Sex : Female
Marital Status : Unmarried
Religion : Hindu
Nationality : Indian
Language : English & Hindi

Date:

Place:

(PINKI)