

CURRICULUM VITAE

SHEETAL

1/3997, Ram Nagar Extn. Loni Road,
Shahdara, Delhi-110032

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Objective:

To work in competitive and challenging environment to contribute best of my ability and knowledge towards and development of a progressive company to utilize my personal and academic skills to pursue a challenging and rewarding career.

Academic Skills:

- 10th Pass from C.B.S.E. Board Delhi in 2004
- 12th Pass from C.B.S.E. Board Delhi in 2006
- Diploma in Modern Office Practice from BHAI PARMANAND INSTITUTE OF BUSINESS STUDIES.
- Graduation : Result awaited final year B.A (Prog.)

Technical Qualification:

- Certificate in Data Entry Operator from Shahdara ITI.

Professional Qualification:

- Typing
- Shorthand
- Drafting letters
- Computer (MS-Office, Internet)
- Two Months Practical Training in Food Corporation of India.

Working Experience:

- Six months experience as a clerk cum typist in 7P Group Pvt. Ltd.
- 1 and half year experience as data entry operator in SRI SWASTIK ENTERPRISE.

Personal Information:

Father's Name	:	Mr. Suraj Bhan
Date of Birth	:	24, APR 1987
Nationality	:	Indian
Marital Status	:	Single
Language	:	Hindi, English

Declaration:

- I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: _____

Place: _____

(SHEETAL)