

Curriculum Vitae

CHETNA

ADDRESS:-

3rd Cross Munveerappa Layout

Bengaluru-560032

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OBJECTIVE:-

Have the ability to accomplish, to enjoy goals with positive attitude, courage, confidence and hard work. Motivation, ambience and upward mobility are the things that I am looking in an organization to enhance my educational and professional skills.

EDUCATIONAL QUALIFICATIONS:-

- Passed High School (St. Margaret Sr. Sec. School) CBSE BOARD.
- Passed Intermediate (St. Margaret Sr. Sec. School) CBSE BOARD.
- Graduated from Delhi University (Lakshmibai College) in English honours with 55%.
- Completed Post Graduation in English Literature from IGNOU scoring 60%.

TECHNICAL SPECIFICATIONS:-

- DIPLOMA in computer course from DOEACC (Government Authorized).

- DIPLOMA in Mass Communication from S.O.L. (DELHI UNIVERSITY)

PROFESSIONAL SKILLS:-

- MS WORD
- MS EXCEL
- MS POWERPOINT
- WEB DESIGNING
- DATA ENTRY

WORKING EXPERIENCE:-

- Worked in Weblink India Pvt. Ltd. As a content writer for 5 months.
- Worked with Solution One as a content writer for 1 year.

JOB PROFILE:-

- Writing and Re-Phrasing.
- Writing articles, blogs, promotional content for all kinds of companies.
- Data entry.
- All office work related to computer.

STRENGTH:-

- Positive attitude towards work and sense of responsibility.
- Pleasant nature
- Self-confidence
- Patience
- Hard work
- Complete dedication towards work

- Quick learner

PERSONAL DETAILS:-

- **FATHER'S NAME:** Mr. Arun Kumar
- **DATE OF BIRTH:** 26/06/1992
- **GENDER** : FEMALE
- **MARITAL STATUS** : Unmarried
- **LANGUAGE** : Hindi, English, Kannada

PLACE: Bengaluru

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