

# **NEELAM SHARMA**

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## **Job Objective**

Seeking challenging middle managerial assignments that comprises of Administration, Planning & Development, Finance, Logistics, Education and Training with a growth-oriented organization of repute.

## **Career Objective:**

A suitable position in a forward-looking organization to contribute and learn by undertaking interesting and challenging tasks. To work with an esteemed organization which will provide me an opportunity to utilize my educational qualification.

## **Educational Qualification:**

- B.A Passed from Meerut University
- Master Degree in Economics from Meerut University
- B.ed Degree in Teaching of Hindi & Social Science from Meerut University

## **Computer Knowledge**

- Knowledge of MS Office.
- Thorough knowledge of Internet.
- One year Certificate Course in Computer Application.
- 30 W.P.M typing speed in English

## **Work Experience**

- 1 year experience in Data Handling of School Structure.
- 1 year experience of Teaching Economics & Hindi in Raj Inter College.
- Currently working in National Informatics Centre as a computer operator since August, 2011.

**Strength:**

Strong Vision, Confidence, Determination, Responsible, Flexibility.

**Hobbies:**

Reading Books, Listening to Music.

**Personal Profile:**

Date of Birth : 01 May 1985

Father Name : Mr. Ram Kumar Sharma

Sex : Female

Nationality : Indian

Languages Known : Hindi & English

Marital Status : Unmarried

**Declaration:**

I hereby solemnly declare that the above information provided by me is true to the best of my knowledge.

Date:

Place:

(NEELAM SHARMA)