

CURRICULUM VITAE

BHAWNA

CONTACT INFORMATION

- Address : B-51, Street No-3,
1st Pusta, New Usmanpur, Delhi-110053
- Contact No : +91 9654259644/8800140306
- Email ID : cutebhawna567@gmail.com

OBJECTIVES

- To Work in a challenging environment where my knowledge, experience and abilities can be best utilized and also provide learning environment

EDUCATIONAL QUALIFICATION

- 10th passed from CBSE Board in 2007
- 12th passed from CBSE Board in 2009
- B.com passed from Delhi University in 2012

PROFESSIONAL QUALIFICATION

- 06 Months Basic Certificate in Computer Application

WORK EXPERIENCE

- Two Years experience in Project Seabird, M/s Suryavanshi Services as a Document Assistant

ROLES & RESPONSIBILITIES

- Maintain all the work into MS Excel and MS Word
- Work on FIS
- Basic knowledge of MS Excel, MS Word, Power Point and English Typing
- Maintaining the transaction on day to day basis
- Mail download and send

PERSONALITY TRAITS & STRENGTHS

- Excellent learning capability, good in nature, hard working, honest and helping

PERSONAL PROFILE

- Father's Name : Mr. Ratan Lal
- Date of Birth : 11 Feb 1991
- Gender : Female
- Marital Status : Unmarried.
- Language Known : English & Hindi

DECLARATION

- I hereby declare that all the information mentioned above is true to the best of my knowledge

PLACE :

DATE :

(BHAWNA)