

# **CURRICULAM VITAE**

**INDU KATOCH**

H-427

Sarojini Nagar

New Delhi (110023)

Mob: +91-9868201331, 9643252568

Home: +91-011-24100222

E-mail: iusweeti86@yahoo.com

**Career Objective:**

To work and grow in an organization where challenging opportunities are provided to develop professional Skill and to achieve organization objectives.

**Professional Qualification:**

1. Diploma in Computer Application and Programming (Ms Word, Ms Excel, PowerPoint, Java, Ms Dos, C++, Visual Basic etc.)
2. Multimedia Certification (PageMaker, CorelDraw, PhotoShop)

**Educational Qualification:**

<b>Qualification</b>	<b>Session</b>	<b>School/College</b>	<b>Board/ University</b>	<b>Percentage (%)</b>
PG Diploma in Aviation & Tourism Management	2007- 2008	New Delhi YMCA	YMCA	76%
B.A(Prog) OMSP, Computer, Eco	2004- 2007	Delhi University (Maitreyi College)	D.U	53%
PGDBA (MBA in HR)	2011- 2013	SYMBOISES (Pune)	SCDL	62.6%

**Professional Experience (5-Yrs)**

1. 4 Years Work Experience in **UPTRON ACL** (AZTECH COMPUTER) DOEACC Society as a **Coordinator cum Counselor** (**work:-**Calling, Data Entry, maintain fees detail, fees updating in system, carrier counseling etc.)
2. 1 Year 4 months work experience in Home Ministry 'DST'(Department of Science and Technology) as a Assistant Executive with Scientist [**Currently working**] (**Work:-** Assisting for release of grants, communicate to different department towards submission of documents, Assisting in maintaining the database of different FIST project etc.

**Extra Curricular Activities:**

- Have won many painting competition during school level
- Participated in mountaineering camp (under Govt. of Himachal Pradesh) did basic techniques of rock, snow and ice climbing and attained the height 13500 feet during the course time.
- Participated in many sports during school level and got the certificates (race- 800mtrs, 100 mtr. sprint, long jump)
- Have won the Delhi Directorate Certificate of “NCC” during college level (3 Delhi Girls BN NCC New Delhi)

**Hobbies:**

- Dancing,
- Painting,
- Travelling
- Listening Music

**Strengths:**

- Punctuality
- Responsibility
- Self Confidence
- Ready to face challenges
- Adaptable to Environment

**Personal Details:**

**Date of Birth** : 09<sup>th</sup> Sept 1986  
**Father's Name** : Mr. Kuldeep Chand Katoch  
**Sex** : Female  
**Nationality** : Indian  
**Language Known** : English, Hindi  
**Height** : 5.4`  
**Weight** : 50

I here declare that all the above-furnished information's are true to the best of my knowledge And belief

Date

(Indu Katoch)

