

Curriculum Vitae

Shikha Sherwal

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Objective

To perform, utilizing my skills and knowledge, in a manner which will lead to the successful growth of the organization and which will also land me in a successful career.

Experience

- Presently working in IWAI (Inland Waterways Authority of India), Ministry of Shipping, Sector-1, Noida as a Office Assistant through outsourcing agency from September 2015.
- Job Responsibility:-
 - Typing, Drafting and noting of routine matter etc.
 - To keep data management and office documentation and updating files.
 - Updation of MiS Dak
 - Maintaining in word/out word file movement register.

Education

- M.Com from RHGPG College, Kashipur (2014) Affiliated to Kumaun University, Nainital with 2nd division.
- B.Com from CTGPG College, Kashipur (2012) Affiliated to Kumaun University, Nainital with 2nd division.
- Intermediate from CCA College, Kashipur (2009) CBSE Board with 2nd division.
- High School from CCA College, Kashipur (2007) CBSE Board with 2nd division.

Technical Skills

- Operating System: Vista, Windows 98/XP/NT
- RDBMS & DBMS: SQL Server 2005, MS Office
- Scripting/Markup Language: HTML/DHTML/Tally 7.2, 9.0 & ERP

Personal Profile

Father's Name	:	Shri Babu Ram
Date of birth	:	13 th July 1991
Nationality	:	Indian
Marital Status	:	Unmarried
Gender	:	Female
Language Known	:	Hindi and English

Declaration

I hereby declared that all the above details are true and correct to the best of my knowledge.

Place:- Noida

(SHIKHA SHERWAL)