

CURRICULUM-VITAE

(PRESENT ADDRESS)

MADHU

C-35, SANJAY NAGAR
SECTOR 23, RAJNAGAR
GHAZIABAD U.P
Contact No. 8586892057
E-mail gmadhu1509@gmail.com

PERMANENT ADDRESS

69, SANGLI MESS
MANDI HOUSE
DELHI

CARRIER ATTITUDE

A responsible and challenging position when I will use my abilities skill and dedication towards duties with and aim of company "growth"

EDUCATION QUALIFICATION

- Graduate in B.A. from C.C.S. University
- 12th Passed From U.P. Board.
- 10th Passed From U.P Board.

COMPUTER SKILLS

- Ms-Word, Ms-Excel, Ms-Power Point, Internet.
- Knowledge of English & Hindi Typing

PROFESSIONAL QUALIFICATION

One Year course of Basic Knowledge in computer From "Sai Shakti Charitable Computer Centre.

WORKING EXPERIENCE

- **Five Year Experience as a DATA ENTRY OPERATOR/ COMPUTER OPERATOR in Employee Provident Fund Organization. (Correspondence work)**
- **One years Experience as a COMPUTER OPERATOR in M/s Sudhir Associates. (Correspondence work and online networking/tender work etc.)**
- **Three month Experience as a DATA ENTRY OPERATOR in C.S. Datamation Web Research. (Data Entry only)**

PERSONAL DETAILS

Husband name	:	Mr. SHANKAR
Nationality	:	Indian
Marital status	:	Married
Sex	:	Female
Religion	:	Hindu
Language known	:	Hindi & English

STRENGTH

- Positive Thinking, Honest, Hard Working.

DECLARATION

I hereby declare that all the above information furnished by me is correct to the best of my knowledge.

Date:

Place:

(MADHU)