

# **CURRICULUM VITAE**

NEHA TIWARI  
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## **CAREER OBJECTIVE**

Looking for an opportunity in a profession organization where I can give my best to contribute & achieve professional excellence

## **EDUCATIONAL QUALIFICATION** **YEAR EXAMINATION BOARD**

- 2014 Sr. Sec. Examination (12<sup>th</sup>) CBSE
- 2012 Matriculation Examination (10<sup>th</sup>) CBSE
- pursuing in BSc (H) 3<sup>rd</sup> year (IGNOU)

## **SOFTWARE EXPOSURE**

### **BASIC**

- MS WORD
- MS EXCEL
- MS POWERPOINT

### **ADVANCE**

- PAGE MAKER
- COREL DRAW
- PHOTOSHOP

AND

- SHORTHAND {IN ENGLISH}

## **WORK EXPERIENCE**

- **CALLING EXECUTIVE:** V. R. Solutions, duration for 3 months.
- **DATA ENTRY OPERATOR:** SCHOLAR'S POINT, for 6 months.
- **DATA ENTRY on ZOHO BOOKS ACCOUNTING SOFTWARE:** M/S BALAJI ENTERPRISES till now.

### **STRENGTHS**

- Security, Dedication and ability to finish any work in given time
- Honest, trustworthy and helping attitude
- Good Communication Skills.
- Fast learner, responsible and hardworking
- Positive thinking.

### **LANGUAGE PROFICIENCY**

- English
- Hindi

### **PERSONAL PROFILE**

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|------------------|--------------------------|
| ➤ Father's name  | Mr. Ravinder Nath Tiwari |
| ➤ Date of Birth  | 2 Feb 1997               |
| ➤ Gender         | Female                   |
| ➤ Marital Status | Unmarried                |
| ➤ Nationality    | Indian                   |

### **DECLARATION**

I hereby declare that the statement furnished above is true to the best of my Knowledge and belief.

Place: New Delhi

Date: \_\_/\_\_/\_\_

[NEHA TIWARI]