

**Career Objective :-**

To build career in a growing organization and obtain a professional position. Where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

**Professional Synopsis & Organizational Views :-**

- Working from **3 Years** as a **Computer Operator** in M/s **SWARAN PACKERS**.
- I want to build a career as a Content Writer because it's my passion.
- **6 Years** experience as a **Computer Instructor** in **DECENT COMPUTER EDUCATION CENTRE**.

**Computer Proficiencies & Training Skills :-**

Typing Skills	40 wpm
Training & Certificate	3 Months Practical Training in Library Services at <u>DELHI PUBLIC LIBRARY</u> – Head Office, Chandni Chowk, Delhi.
Certificate Course	MS-Office (Word, Excel, PowerPoint etc.) , Accounting Package (Tally ERP - 9), Desk Top Publishing (Corel Draw, Adobe Photoshop, Page Maker)
Operating System	MS-Office, Windows Server, Tally ERP 9, Microsoft SQL, Internet Savvy, Accessing Mails, Networking etc.

**Educational Background :-**

- Passed Bachelor of Library Science from **Swami Vivekanand Subharti University, Meerut**.
- Passed B.A. from **Delhi University**.

- XII in Commerce from C.B.S.E. Board, Delhi.
- X from C.B.S.E. Board, Delhi.

### **Personal Details :-**

- Name : Himanshi Kapoor
- Father's Name : Mr. Vipin Kapoor
- Nationality : Indian
- Gender : Female
- Date of Birth : 16-11-1992
- Status : Unmarried
- Language known : English, Hindi
- Hobbies : Writing & Painting
- Present Address : Geeta Colony, Delhi

Some Works done by me are here :-

### **The Employee and the Boss**

**To me -**

**I will never call that person boss...**

**Who always loves his ego most,**

**Indulge in your tiny mistakes...**

**Always lose his temper most!**

**Can never understand it is the part of the job!!**

**I Think -**

**That person is truly the "BOSS"...**

**Who trust his employees most!**

**Can understand your - "Days - Cold"...**

**& enhance your "Quality - Gold"!**

**No matter what bothers you the most...**

Will never leave you at any cost!

May appreciate your "Honesty" most...

& have ability "To kill two birds with one stone"!

Those who reject us...

Can never understand what they lost...???

But we forgive you for all of those...

At the End - "WE LOVE YOU BOSS"!

#When you feel sad

Then this happens...

I don't know how many Times I used to define.... that I'm fine...

But I'm not actually Fine!!

I'm used to trying, trying & trying...

But forgive me for not Qualifying!!

People who don't Understand you, just leave them alone...

& leaving them alone is the Process of Becoming your Own SUNSHINE!!

I'm used to hide every Trace of Sadness...

But now I'm enjoying this kind of Madness...

This is how I define my DARKNESS!!