

## **CURRICULUM VITAE**

### **SHEETAL**

1/3997, Ram Nagar Extn. Loni Road,  
Shahdara, Delhi-110032

**Mob.:-** 7838974865

**E-mail:-** sheetalcool66@gmail.com

### **Objective:**

To work in competitive and challenging environment to contribute best of my ability and knowledge towards and development of a progressive company to utilize my personal and academic skills to pursue a challenging and rewarding career.

### **Academic Skills:**

- 10<sup>th</sup> Pass from C.B.S.E. Board Delhi in 2004
- 12<sup>th</sup> Pass from C.B.S.E. Board Delhi in 2006
- Diploma in Modern Office Practice from BHAI PARMANAND INSTITUTE OF BUSINESS STUDIES.
- Graduation : Result awaited final year B.A (Prog.)

### **Technical Qualification:**

- Certificate in Data Entry Operator from Shahdara ITI.

### **Professional Qualification:**

- Typing
- Shorthand
- Drafting letters
- Computer ( MS-Office, Internet)
- Two Months Practical Training in Food Corporation of India.

### **Working Experience:**

- Six months experience as a clerk cum typist in 7P Group Pvt. Ltd.
- 1 and half year experience as data entry operator in SRI SWASTIK ENTERPRISE.

**Personal Information:**

Father's Name	:	Mr. Suraj Bhan
Date of Birth	:	24, APR 1987
Nationality	:	Indian
Marital Status	:	Single
Language	:	Hindi, English

**Declaration:**

- I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**(SHEETAL)**