

## **CURRICULAM VITAE**

### **Kavya Khanna**

Address : H.No- C-59/590,  
Ganesh Nagar-2 Shakarpur.  
New Delhi-110092  
Tel.: 9560211702  
**Email-princesskavya84@gmail.com**

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### **Aims & Objective-:**

To pursue a career with an organization which energize me towards highest individual and professional growth in a manner that I can prove myself as an individual asset to the organization and society to which I am associated.

### **Academic Qualification-:**

- ❖ 10th Pass From C.B.S.E. Board
- ❖ 12th Pass from C.B.S.E. Board
- ❖ B.A (Prog) Graduate from Mata Sundari Collage, Delhi University.

### **Computer Education-:**

- ❖ Basic computer Application
- ❖ MS Word
- ❖ Mailing, Internet

### **Work Experience-:**

- ❖ Data Entry Operator from two years in National Monuments Authority, Ministry of Culture.

### **Job Profile-**

- ❖ Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- ❖ Perform data entry and scan documents
- ❖ Make all salary and expenses bills of National Monuments Authority including all Competent Authorities
- ❖ Answer calls from customers regarding their inquiries

**Skills -:**

- ❖ Computer Typing with Accuracy
- ❖ Answering Telephones, Appointment Setting,
- ❖ Attention to Detail, Billing, Book keeping, Business Correspondence, Calling Clients, Clerical, Client Relations, Communication, Correspondence,
- ❖ Delivering Mail, Directing Clients, Document Management,

**Hobbies-:**

- ❖ Music listen
- ❖ Watching television

**Personal Detail-:**

- ❖ Name- Kavya Khanna
- ❖ Date of Birth- 5-January-1992
- ❖ Mother's Name- Mrs Manju Khanna
- ❖ Contact No. - 9560211702
- ❖ Marital Status- Unmarried
- ❖ Nationality- Indian

**Declaration -:**

I certify that all the information above is correct and references are available if they are needed hoping that my experience will be useful to you.

Place: New Delhi

Date:

**(Kavya Khanna)**