

RESUME

Kiran Mehra

3026/20B, West Patel Nagar

New Delhi - 110008

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Objective

To reach the aim of my career by putting value to my work. I believe in working in team. I relish a part of successful team rather than a successful individual.

Educational Qualification

- Graduate in B.A. from Delhi University in 2018.
- Higher Secondary from C.B.S.E in 2011.
- Senior Secondary from C.B.S.E in 2013

Technical Skills

- Knowledge of Basic Computer (MS Word, MS Excel and MS Powerpoint).
- Two years Vocational course of Stenography & Computer Application with office procedure practices from C.B.S.E Delhi
- Certificate in Computer Application & Typography from C.B.S.E

Professional Experience

- 1 Year experience as D.E.O with QCS India Pvt. Ltd.

Personal Details

Date of Birth	:	24 th October 1994
Father's Name	:	Mr. Jugal Kishore
Gender	:	Female
Religion	:	Hindu
Nationality	:	Indian
Language Known	:	English, Hindi & Punjabi

Date :-

Place :- Delhi

(Kiran Mehra)