

Priya Gupta

Mobile: +91-8840753996

Current Address: 2nd floor , 1556/15 near Pooja

Masala Store, Govindpuri, Kalkaji

New Delhi-110019

Email:priyanki028@gmail.com

SUMMARY

1. Gender: Female
2. Nationality: Indian
3. Current Location: New Delhi

WORK EXPERIENCE

Company Name: UMAPREM NETRALAY

Duration : 1st Jan 2017 to 30th June 2018

Designation : Computer Operator

Duties and Responsibilities:

- Maintain and manage files on the system.
- Maintain Patient record.
- Maintain daily Petty Cash.
- Maintain daily Outflow and Inflow of cash record.
- Maintain Bank transaction record.

EDUCATION

Year Of Passing	Degree	Institute	Board/University
2009	B.Com.	Shri Agrasen P.G College	Jaunpur University
2006	12 th	SDSIC Baraharturna Ghazipur,UP	UP Board
2002	10 th	Jay Narayan I C Varanasi	UP Board

LANGUAGES KNOWN

- Hindi.
- English.

Personal Information

Date of Birth	03 rd May 1984
Marital Status	Married
Sex	Female
PAN No.	BWRPG8181J
Email ID	Priyanki028@gmail.com
Current Location	New Delhi
Contact No.	+91- 8960562427, 8840753996
Permanent Address	Q NO 533/E, D L W Colony , D L W Varanasi, Uttar Pradesh 221004

Declaration: I hereby declare that all the above information provided by me is true to the best of my knowledge and belief and it can be verified.

Date: _____

Place: New Delhi

(Priya Gupta)