

KAVITA

T2/2 BUDH VIHAR PHASE 1

NEW DELHI 110086

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CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

EXPERIENCE

- **KRISHNA PUBLIC SCHOOL**
TEACHER
15/07/2018 – 01/10/2018
(TEACHER) 1ST TO 5TH STANDARD.
- **MLA OFFICE**
SURVEY CALLER
05/10/2018 – 01/25/2019
WORKED HERE AS SURVEYOR CALLER FOR PUNJAB ELECTION.

EDUCATION

- **RAJDHANI COLLEGE(DU)**
B.A(H) POLITICAL SCIENCE
68%
2016
- **GOVT GIRLS SENIOR SEC. SCHOOL (CBSE)**
12TH CLASS
80%
2013
- **GOVT GIRLS SENIOR SEC. SCHOOL (CBSE)**
10TH CLASS
72%
2011
- **IMROZ COMPUTER EDUCATION CENTER(NGO)**
BASIC COMPUTER COURSE
A+
2015
- **IGNOU**
PERSUEING MA(H) POLITICAL SCIENCE

TECHNICAL SKILLS

- COMPUTER BASIC

PROJECTS

- **PUNJAB ELECTION**
SURVEYOR CALLER

3 MONTH

INTERESTS

- HANDWRITING WORK.

PERSONAL STRENGTHS

GOOD COMMUNICATION SKILLS
EXCELLENT HANDWRITING WORK
QUICK LEARNER
ABILITY TO IMPROVE MY WORK
IMPROVISATION IN A GOOD WAY
PUNCTUAL & DEVOTED TO MY WORK

PERSONAL PROFILE

- Date of Birth : 05/02/1995
- Marital Status : SINGLE
- Nationality : INDIAN
- Known Languages : ENGLISH & HINDI
- Hobby : WRITING & PLAYING VOLLEY BALL & BADMINTON
- Religion : HINDU