

# Curriculum Vitae

## NEETA

### Father's Name:

Mr.Vinod kumar

### Postal Address:

Block-21,House No.-330,  
Trilok Puri, New Delhi-91

### Contacts

+91 8802387453

### E-mail:

Neeta1997p@gmail.com

### Personal Data:

D.O.B :1st July, 1997

Gender : Female

Nationality : Indian

Marital Status: Single

### Strengths:

- Friendly Nature
- Positive Attitude
- Hard Worker
- Quick learner
- Soft spoken

### Languages Known:

- English
- Hindi

### Objective:

To work with an organization, which match my profile & provide me a platform to develop my skills at grow in proportion to my quality endeavors in the learning phase of my career.

### Professional Profile:

Dynamic and result oriented professional

Possess excellent interpersonal, communication and organizational skills with proven abilities in team management, customer relationship management and planning.

Multilingual with proficiency in English, Hindi

### Education:

- **B.A** from NCWEB (D.U)
- **Intermediate** (C.B.S.E. Board).
- **High School** (C.B.S.E. Board).

### Computer Proficiency:

- MS- OFFICE
- E-MAIL APPLICATIONS
- Advance Excel(Vlookup,Hlookup,Filter,Match,Index, etc)
- Having a knowledge of English Typing 30+

### Skills and Abilities:

- Effective Response under Teamwork.
- Quick Learner.
- Soft Spoken.
- Believe in Winning.
- Leadership.
- Adaptive to Environment.
- Extrovert Personality.

### Achievements:

Actively participated in Co-curricular activities at school & college level.

### Work Experience:

- 1 Year experience in Data Collection (as a surveyor)
- 6 month experience in Data entry

### Hobbies & Interests :

- Listening music
- Singing
- Travel

**Declaration:** I hereby declare that the above information is correct to the best of my knowledge.

**Date:**

**(NEETA)**

**Place:**