

# **CURRICULUM VITAE**

**POOJA**

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**O-1<sup>st</sup>-2, Madangir**

**Dr. Ambedkar Nagar**

**NewDelhi-110062**

## **Career Objective**

**Seeking a position where my knowledge can be shared and enriched. An opportunity where I can apply my knowledge. I would like to contribute effectively for the growth of organization.**

## **Qualification**

- **Graduate in B.A Program**
- **12TH passed from CBSE Board**
- **10TH passed from CBSE Board**

## **Professional Qualification**

- **Basic knowledge of computer**
- **Microsoft Word/Excel**
- **English Typing speed 30 W.P.M**

## **EXPERIENCE**

- **Fresher**

## **Area of Interest**

- **Working on Computer**
- **Listening to music**

## **Personal Strength**

- **Highly motivating and convincing in a positive manner.**
- **Adaptable nature, with high degree of self-confidence.**
- **Like to take up challenges and hardworking.**
- **Maintains good relation with seniors and Colleagues as well.**

## **Personal Details**

**Father's Name : Mr. Ramesh Chand**

**Date of Birth : 28<sup>th</sup> Oct. 1997**

**Gender : Female**

**Nationality : Indian**

**Marital Status : Unmarried**

**Language Known : English and Hindi**

**Religion : Hindu**

**DATE -----**

**PLACE: New Delhi**

**(POOJA)**