

RESUME

BABITA

Email ID:

Babitasteno@gmail.com

Ph.No-8750952577

Address

A-409 ,Durga Gail Mandawali
Delhi-110092

Personal Profile

Date of Birth: 01/03/1994

Fathers Name: Shri Ramchander

Sex: Female

Marital Status: Unmarried

Religion: Hindu

Nationality: Indian

Languages Known: Hindi, English &
Shorthand

Interests and Hobbies:

DANCING, WRITING etc.

Objective :

To offer my service to an organization helping it to attain its aims and objectives and in the process personal and organizational development, I want to contribute to an organization, which stimulates creativity and learning.

Educational Qualification:

- Pursuing BA (Prog.) from Ignou University
- 12th Passed from CBSE Board
- 10th Passed from CBSE Board

Professional Qualification:

- 6 months basic computer course
- 1 year diploma course of Stenography in English
- 3 month course of typing in english

Designation & Work Experience :

- ❖ *At present I am working as a Data Entry Operator in “Ministry of Commerce and Industry” From Oct 2017.*
- ❖ *I had worked as a “Sales Executive” in Nimbus Adcom Pvt Ltd. From year 2015 to 2017 Oct*
- ❖ *I had worked as a Teacher in “Gargi Public School” From Nov 2014 to sept 2015*
- ❖ *I had worked as a “Counsellor’ in TISAN (Training Institute for Sarkari Naukari) from year 2013 to 2014 Oct.*
- ❖ *I had started my working profession with the post of data operator cum counsellor in IASAM (THE INFORMATION OF APPLICATION SOFTWARE & ACCOUNTS MANAGEMENT PVT LTD) for the time period 2011 to 2012.*

Computer Skills:

- ❖ **Basic Knowledge of Computer.**
- ❖ **Typing speed 40 wpm**
- ❖ **shorthand speed 90-100 wpm**

Comments :

- ✓ Quick learn and self confidence
- ✓ Organized and well structured at work.
- ✓ Independent and self-motivated.
- ✓ Committed to deadlines and schedules.
- ✓ Sincere and a Hard Worker with a high level of Integrity

I hereby declare that all statement made in this resume are true, complete & correct the best of my knowledge & belief.

Date:-...../...../.....

Signature

Place: NEW DELHI

BABITA