

CURRICULAM VITAE

PREETI MEENA

ADD: H.NO-1881, GROUND FLOOR,
TYPE-II, LAXMI BAI NAGAR, NEAR
INA METRO STATION GATE-3
NEW DELHI-110023
Mobile No: +91-7210604677
Email Id: - preeti.m2453@gmail.com

CAREER OBJECTIVE:

- Looking for a job that enhances personality and professional skills and willing to give the best in the field of application.

EDUCATIONAL QUALIFICATION:

- 10th passed from CBSE Board.
- 12th passed from National Open School.
- ITI Draughtsman Civil Engineering from ITI Nizamuddin Arab Ki Sarai.
- Pursuing Diploma Civil Engineering from GB Pant College Institute of Technology

TECHNICAL SKILLS:

- AutoCAD.
- Computer basics.
- MS-Office & Typing - 27+WPM.
- Microsoft –Word, excel.
- Computer & Networking Troubleshooting Skills.

TRAINING DONE IN:

- AutoCAD 2D & 3D from CADD CENTRE, (Autodesk Authorized).
Add- 26/1, Ground Floor, Near Adiva Hospital/Green Park-Metro Station Gate No.3,
Green Park, New Delhi, Delhi 110016.

EXPERIENCE:

- **Archaeological Survey of India (A.S.I): (From 02-Mar-18 to 15-April-19)**
 - Computer operator (data entry, mailing, letters logs, letter typing, data management, typing, office file management).
- **G-Eng Advisory Services Pvt. Ltd.: (From 18-Sept-20 to 10-Oct-20).**
 - Computer operator (data entry, mailing, letters logs, letter typing, data management, typing, office file management)

PERSONAL DETAILS:

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|------------------|---|------------------------------|
| ➤ Father's Name | : | Mr. Ulfat Singh |
| ➤ Date of birth | : | 20 th April. 1998 |
| ➤ Sex | : | Female |
| ➤ Nationality | : | Indian |
| ➤ Religion | : | Hindu |
| ➤ Marital Status | : | Unmarried |

➤ Language : Hindi & English

DECLARATION:

I hereby declare that all statements mentioned above are true, complete and correct to the best of my knowledge.

Place: New Delhi

Date: (PREETI MEENA)