

CURRICULUM VITAE

1. Full Name (in block letters): SWATI SINGH
2. Father's Name: Saryu Prasad Singh
3. Date of Birth: 15/12/1977
4. Address for correspondence: C/o, A.K.Singh, Qr. No.- D-74,
Opp. to Road No. 3 Vasant Vihar, Harmoo Housing
Colony, Ranchi, PIN: 834002
Mobile: 9709241760
Email: s_sgh@yahoo.com
5. Permanent address: C/o, S.P.Singh, Sarvoday Nagar,
Parmeshwarm, Dam Side, Near Gandhi Nagar,
Kanke Road, Ranchi, PIN: 834008
6. Category (ST/SC/BC/OBC/GEN): Gen
7. Gender (Male/Female): Female
8. Nationality: Indian
9. Languages known: Hindi, English

10. Educational Qualification:

Sl. No.	Exam Passed	Board/University	Year of Passing	Marks Obtained
1.	Matric	Bihar School Examination Board, Patna	1992	516
2.	I.A.	Bihar Intermediate Education Council, Patna	1994	392
3.	B.A.	Ranchi University, Ranchi	1998	507
4.	BLIS	Vinayaka Mission University	2013	455
5.	MLIS	NIMS University	2015	488

11. Professional Qualification :

- Completed One year Computer Course 'P.G. Diploma in Computer Application' from S.I.B., Ranchi in January, 2004 covering :
 - MS Office (Word, Excel, Power point, Access)
 - Windows 2000 / XP
 - Working Knowledge of 'Internet & Email'
 - Computerized Accounting (Tally)
- Completed the course of English Typing (40 w.p.m), Hindi Typing (35 w.p.m) & Hindi Shorthand from Adarsh Institute of Typewriting & Shorthand, Ranchi in September, 2009
- Completed the 7 years Diploma Course in 'Fine Arts & Painting' from Bangiya Sangeet Parishad, West Bengal in 2000.

12. Working Experience :

- (v) Presently working as "Computer Operator" in Jharkhand Building Construction Corporation Ltd..
- (vi) Worked as "Computer Operator cum Office Assistant" since March, 2015 till Oct' 15 at JUIDCO Ltd., Urban Development Department, Govt. of Jharkhand.
- (vii) Worked as "Computer Operator cum Typist" from 01.03.09 – 11.03.10 at A & M Associates, Harmu, Ranchi.
- (viii) Worked as Computer Teacher in Little Heart School, Kadru, Ranchi for 1 yr. in 2003.

13. Personal :

Personality traits : Willingness to learn new things and work in challenging environment, co-operative nature

Father's Name : Shri Saryu Prasad Singh

Marital Status : Married

Interest : Reading newspaper, net surfing & watching TV.

Date : 13.06.2017

Swati Singh
13/06/17
(Swati Singh)