

RESUME

SUREKHA DEVI

D/O SH. RAM CHAND

R/O CHATTRARI P/O MAJOURI

TEHSIL RAMNAGAR DISTT. UDHAMPUR, J&K

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CAREER OBJECTIVE:

To work with an organization which believes in exploring latent potential of its employees in order to get the desired result and which also believe in building a symbiotic relationship with its employees. Also to work in the challenging environment where I can prove myself as a dynamic keen learner and work with the best utilization of my capabilities.

PERSONAL ATTRIBUTES:-

- Positive attitude
- Sincere and smart work
- Punctuality and dedication to work

ACADEMIC QUALIFICATION:

- 10th Pass from JKBOSE
- 12th Pass from JKBOSE
- Bsc. From Jammu University.

PROFESSIONAL QUALIFICATION:

- Basic Knowledge of Computer

EXPERIENCE:

- One year working experience in Data Entry Operator Trikuta Skill Education Learning Pvt. Ltd.

PERSONAL DETAILS:

D/O/B	:	01-03-1990
State	:	J&K
Nationality	:	Indian
Gender	:	Female
Marital Status	:	Unmarried
Languages Known	:	English, Hindi , Dogri

In view of the above I kindly request you to give me a chance to serve your esteemed organization. You could be rest assured that I would work to my best capabilities improving my skills and competencies when serving with you without giving a chance to complain I would be most obliged if you give me a chance to do so

DATE:

PLACE:

SUREKHA DEVI