

CV for office assistant for UT Ladakh

DECHEN WANGMO

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CAREER OBJECTIVE

To work as an office assistant and help seniors to solve their day to day problems by managing the routine activities. **SKILL SETS**

Telephone skills

Typing

Documentation skills

Excellent verbal and written communication

Proficient in executing the programmes using the limited resources

Expert in prioritising the work

Administrative writing skills

COMPUTER KNOWLEDGE:-

One Year advance diploma in software technology- NIELIT

Proficient in basic use of computer

Internet savvy

EDUCATION:-

10th with 8 grade from Mahabodhi residential school Leh in the year 2011

12th with 62.8% from JK Public School Kunjwani Jammu in the year 2013

B.Sc with 55.15% from Government College for Women Parade Jammu in the year 2016

M A with 55% from IGNOU in the year 2019

One Year Advance Diploma in Software Technology from NIELIT Jammu

Bed from Jammu University

Work Experience:- 1Worked as Contractual Computer Assistant in Zonal Education Office Durbuk
Leh Ladakh for two years.

2.worked asTGT English JNV Leh for 1year

3.currently working as TGTEnglish DPS Leh

PERSONAL DETAILS

Date of birth: 18/11/1994

Languages known: English ,Hindi, Ladakh

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Leh Ladakh-194101