

CURRICULAM VITAE

Babita Aswal

Address: House No.- 253 A, Gali No.-21, Road No.-06, Shyam Vihar Phase-1, Najafgarh New Delhi-110043.

Contact No: +91- 7535929973.

Email id: - bsaswal54@gmail.com

CAREER OBJECTIVE: -

Looking for an organization where I can enhance my knowledge and from my academic learning give my best to the organization.

EDUCATIONAL QUALIFICATION: -

- ✓ M.A (English) from "**Uttarakhand Open University**" in 2019".
- ✓ B.A from "**Hemwati Nandan Bahuguna Garhwal University**" in 2017".
- ✓ 12th from "**Uttarakhand Board of School Education**" in 2014".
- ✓ 10th from "**Uttarakhand Board of School Education**" in 2012".

PROFESSIONAL QUALIFICATION: -

- ✓ 6 Month **Certificate in Office Automation & Internet Training** from "R Tech IT Academy".

KEY SKILLS: -

- ✓ Operating System: - Window XP, Window 7, Window 8, 8.1, & Window 10.
- ✓ Application Packages: - MS Word, MS Power Point, MS Excel, MS Outlook.
- ✓ Internet savvy.
- ✓ Good Typing Speed 30-35 WPM.

Work Experience: - Fresher

STRENGTHS: -

- ✓ I am adaptable in any environment.
- ✓ I believe in myself.

HOBBIES: -

- ✓ Listening music.
- ✓ Photography.
- ✓ Cooking

PERSONAL DETAILS: -

Father's Name	Mahavir Singh
Date of Birth	07/10/1997
Marital status	Married
Nationality	Indian
Sex	Female
Languages Known	Hindi & English.

Date:

Place: **New Delhi.**

(Babita Aswal)