

PERSONAL DETAILS

Name : Suparna Sajwan (F)

Status : Unmarried

DOB : 02-12-1987

Email id : suparnasajwan02@gmail.com

Mobile No. : 9654815598

Permanent Address: Flat No. 409, Reserve Bank Aashiana Apartments, C-58/31,
Sector 62, Noida U.P. 201309

OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and achieve continuous learning and commitment.

ACADEMIC QUALIFICATIONS

1. B.Com (Prog) N.C.W.E.B, D.U.
2. Senior School Certificate Exam D.A.V Public School, Vasant Kunj, New Delhi
3. Secondary School Exam D.A.V Public School, Vasant Kunj, New Delhi

PROFESSIONAL SKILLS

1. DOEACC "O" LEVEL
2. Proficiency in English Typing
3. Ms Office
4. Certificate in Web Designing & Animation for Interactive Media collaboration with UKIERI, Campus of Opening Learning, D.U.

WORK EXPERIENCE (9 years)

1. Office Assistant w.e.f. 14th June, 2011 to 15th June, 2012 in Ministry of Environment & Forest, New Delhi
2. Data Entry Operator w.e.f. 18th June, 2012 to 09th July, 2020 with 'AICTE', New Delhi

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place:

Date:

(SUPARNA SAJWAN)