

SEEMA CHAUHAN

H.No. 318, Type-III, Sec-1

Sadiq Nagar

New Delhi – 110049

Contact : 9911878098

E-mail: see76msc@yahoo.com

EDUCATION QUALIFICATION :

Sr. Sec. School Exam-C.B.S.E. with 1st div. in 1993

Graduate from Kamala Nehru College (D.U.) with 2nd div. in 1996

COMPUTER & OTHER SKILLS

Window, Pagemaker, Scanner, Ms Word, Internet, E-mail.

Knowledge of Typing English and Hindi (Speed 50-60 w.p.m. on Computer)

Good Knowledge of Pagemaker 07

Three Months DTP Course (Photoshop5 & Corel Draw5) from CCT.

WORK SUMMARY

Book Composing

Book Designing

Scanning

Checking E-mail, Internet

& Other Adm. Jobs

WORKING EXPERIENCE

Nov' 2007 – to till Date **M/s Bharatiya Jnanpith**

Designation D.T.P. Operator

May' 2003 – Jan' 2004 **M/s All India Digamber Jain Mahasabha**

Designation D.T.P. Operator

Oct.' 2000 – April' 2003 **M/s Bhagwan Mahavir 2600th J.K.M.M.**

Designation Computer cum D.T.P. Operator

July' 1996 – July' 2000 **M/s Aanklan Software Pvt. Ltd.**

Designation D.T.P. Operator

PERSONAL PROFILE

Date of Birth : 06th of September 1976
Husband Name : Mr. M.S.Chauhan
Contact No. : 9911878098
E-mail ID : see76msc@yahoo.com
Languages Known : English & Hindi
Salary Drawn : Rs. 28,000/-
Expected Salary : Negotiable

Date :

Place : New Delhi

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