

# PINKI ASWAL

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J-Block 865 Kali Bari Marg,  
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## Career Objective

- I am innovative, adaptive, highly disciplined, totally dependable and dedicated to assigned duties. I believe in making sincere efforts so as to achieve the goals and aims set by the Organization and to attain self growth.

## Profile

- 1 year 8 Months successful experience in Supreme court of India in scanning department.
- 6 Month Basic computer knowledge .

## Employment

**Supreme court of India**

**1 (Year)8 (Month)**

### Key Deliverables

- Agreed meeting with the client.
- Providing one to one feedback to the new team members.
- Motivating team to perform above the set targets.
- Organizing trainings as and when required in the process.
- Responsible for improving the process by performing different quality jobs like side by side audit, giving feedbacks etc.
- Responsible for any analysis required time to time.

## Academic Education:

| Qualification     | Board / University |
|-------------------|--------------------|
| Graduation(B.com) | IGNOU university   |
| 12th              | U.P board          |
| 10 <sup>th</sup>  | U.P board          |

### IT Skills:

- Software Proficiency – MS Excel, MS PowerPoint & MS Word.

## Personal Details

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Father's Name : Sh. Mohan Aswal  
Date of Birth : 15th DECEMBER 1995  
Languages Known : English, Hindi  
Marital status : Unmarried  
Gender : Female  
Nationality : Indian  
Strength : Active listener & Fast learner  
Hobbies : Reading books & listening Music

## Declaration

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I hereby confirm that the information is provided by me is true to the best of my knowledge and belief.

Place :

Date :

(PINKI ASWAL)