

# **CURRICULUM VITAE**

**MONIKA KUMARI**

**R/O Village Proper Sigdi**

**Tehsil Mughalmaidan and District Kishtwar**

**UT:Jammu & Kashmir**

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## **CAREER OBJECTIVE:-**

- Seeking a position in an organization providing with professional growth and where my abilities are gainfully utilized in contemporary time.

## **EDUCATIONAL QUALIFICATIONS:-**

- 10<sup>th</sup> from JKBOSE.
- 12<sup>th</sup> from JKBOSE.
- BSc From University of Jammu
- One Year Diploma in Stenography from Govt. ITI Kishtwar (Result Awaited)
- One Year Diploma in Health & Sanitation from Govt. ITI Kishtwar.

## **EXPERIENCE:-**

- Fresher.

## **PROFESSIONAL SKILLS:-**

- Excellent interpersonal skills.
- Excellent written and verbal skills.
- Ability to learn new skills rapidly.
- Confident, Patience, Positive Attitude.
- Ability to function, effectively in team.
- Knowledge of Computer.

## **STRENGTH:-**

- Working more efficiently and productively so that max. output comes
- I believe in maintaining high quality work.

- I believe in sincerity and dedication in the execution of work given to me.
- I believe in hard work.

#### **Personal Qualities:-**

- Excellent Communication, listening and motivating skills
- Ability to learn quickly is my forte that has helped me successfully manage various jobs given.
- Ability to work with a team of dedicated professionals for achieving the deadlines for the execution of work

#### **Personal Attributes:-**

- Presentation skills
- Communication skills
- Excellent Team Leader
- Motivator

#### **LANGUAGE KNOWN:-**

- English(Read , Write & Speak)
- Hindi(Read, Write & Speak)
- Urdu(Read, Write & Speak)

#### **HOBBIES & INTERESTS:-**

- Collecting coins electronic, telecommunication, advice, Chess, Boxing, football , technocracy, guitar Net surfing, Music.

#### **PERSONAL PROFILE:-**

- Father's Name : Shri. Om Parkash Shan
- Date of Birth : 3<sup>rd</sup> April 1999
- Nationality : Indian
- Sex : Female
- Marital Status : Unmarried

#### **DECLARATION**

I do hereby declare that all aforesaid information given above is true to the best of my knowledge and beliefs.

PLACE: KISHTWAR

**Monika Kumari**