

RESUME

NAME: - KARISHMA
HOUSE NO. - 31A, DEENPUR,
NAJAFGARH, NEW DELHI -110043
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OBJECTIVE

- ACHIEVE GOOD POSITION IN AN ORGANISATION AND ALSO CHALLENGING POSITION, WHERE I CAN UTILIZE MY KNOWLEDGE AND MAKE IT BENEFICIAL IN FAVOUR OF THE ORGANIZATION.

EDUCATION QUALIFICATION

Qualification	University/Board
Post-Graduation Pursuing	IGNOU
Graduation	Delhi University
12 th pass	CBSE
10 th pass	CBSE

PERSONAL QUALIFICATION

- Video Conferencing Management (Cisco WebEx Administration, Cisco MX20 end points management, Microsoft Teams Administration)
- One-year diploma in Office Management Course from YWCA of Delhi.
 - MS Office, MS Excel, Power Point etc.
 - Knowledge of Shorthand 80 word per min.
 - Typing speed 35 per min on Computer.

Work Experience

Organization - Prakhar Software Solutions Pvt Ltd.

Duration - 1st September 2019 to 31st October 2020

Client site - Airport Authority of India

Profile - IT Assistant (Stage-2) –Video Conferencing Support

PERSONAL DETAILS

Father's Name	:	Sh. Pale Ram
Date of Birth	:	08/11/1995
Marital status	:	Unmarried
Nationality	:	Indian
Gender	:	Female
Languages known	:	Hindi / English

Date :

Place :

(Signature)

(KARISHMA)