

# **CURRICULUM-VITAE**

## **NIRMALA**

W/o Manish

A-80, Sector-20, Noida (U.P),

Pin- 201301

Mobile No.-9968570886

Email: nivisha1993@gmail.com

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### **CAREER OBJECTIVE: -**

Seeking a position in marketing or educational organization in which I can use my communication understanding and presentation skills to the fullest extent.

### **EDUCATIONAL QUALIFICATION: -**

- M.A. in Political Science from IGNOU
- B.A pass from SOL, D.U.
- 12<sup>th</sup> pass from CBSE Board
- 10<sup>th</sup> pass from CBSE Board

### **PROFESIONAL QUALIFICATION: -**

- One year computer diploma from Coresoft Computer Institute.

### **TYPING SPEED: -**

- English 45 wpm

### **WORK EXPERIENCE: -**

- Worked at Women's Studies and Development Centre, University of Delhi as Multitask – Staff from 6<sup>th</sup> May, 2013 to 26<sup>th</sup> July, 2016.
- Worked at Shri Ram College of Commerce University of Delhi as Junior Assistant from 27<sup>th</sup> July, 2016 to 26<sup>th</sup> January, 2017.
- Worked at Ministry of Home Affairs North Block as Office Assistant from 11<sup>th</sup> June, 2018 to 4<sup>th</sup> June, 2019

### **PERSONAL DETAIL: -**

|                |   |                             |
|----------------|---|-----------------------------|
| Husband Name   | : | Shri Manish                 |
| Date of Birth  | : | 29 <sup>th</sup> July, 1993 |
| Sex            | : | Female                      |
| Marital Status | : | Married                     |
| Religion       | : | Hindu                       |
| Hobbies        | : | Reading Books               |

### **DECLARATION: -**

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Date: -

Place: - New Delhi

(NIRMALA)