

# CURRICULUM VITAE

**SHELLY**

**E-mail id:** sdhiman074@gmail.com

**Phone:** 8882260940

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## **Career Objective:**

- To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.
- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
- A highly organized and hard-working individual looking for a responsible position to gain practical experience.

## **Educational Background:**

- **2010 :** Graduate from Delhi University in Humanities.
- **2007 :** 12<sup>th</sup> Pass from C.B.S.E Board Delhi
- **2005 :** 10<sup>th</sup> pass from C.B.S.E Board Delhi

## **Computer Proficiency:**

- SIX month BASIC course of Computer from Shri Ram Institute, Shahdara, Delhi.
- Proficient with MS Office and Internet Explorer.

## **Work Experience:**

- Worked with **Rail Bhawan**, Department of Establishment Railway Board, Confidential and Land & Amenities as Office Assistant for 3 years.
- Worked with **Sanchar Bhawan**, Department of Telecommunications in Accounts Wing as Office Assistant for 1 year.
- Worked with **Rail Bhawan**, Department of Confidential, as Office Assistant for 8 months.
- Worked with **Regional Passport Office**, in Dispatch Branch, Cash, Admin, Policy, Printing, RTI as Data Entry Operator for 5 years.
- Worked with **Ministry of External Affairs**, Department of Attestation, Patiala House, as Data Entry Operator for 2 years.

**Hobbies:**

- Travelling & Gardening.

**Strengths:**

- Flexibility and Adaptability
- Learning agility: Quick learner
- Tolerance: Stress tolerance
- Positive Attitude: Creating a positive work environment
- Responsible
- Listening
- Goal oriented: results achiever, Meeting deadlines
- Self-Motivated
- Delegating tasks

**Personal Profile:**

Date of Birth : 09/10/1989

Languages Known : English and Hindi

Marital Status : Separated

Permanent Address : 1/7743, Street No.02, East Gorakh Park, Shahdara New Delhi-110032

**Declaration:**

I hereby declare that the above furnished information is true to the best of my knowledge & belief.

**Date:**

**SHELLY**