

RUPESH KUMARI

H.No 212, Nand Gram,
Ghaziabad(U.P) - 201003

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Contact No:- 9013533422

CAREER OBJECTIVE

I wish to introduce myself as highly motivated creative and ambitious individual I aspire to achieve professional experience in pursuance of the organization's goals.

EDUCATIONAL QUALIFICATION

- ❖ High School Passed from, Delhi .Board.
- ❖ Intermediate Passed from Delhi ` .Board.
- ❖ B.com Passed from D.U., in199
- ❖ M.com Passed from D.U.in 1996.
- ❖ M.A Passed from H.P. University (Hindi).

OTHER QUALIFICATION

- ❖ Hindi & English Typing
- ❖ Basic knowledge of computer
- ❖ Expert Hindi & English Paper Typing

SKILLS AND ACCOMPLISHMENTS

- ❖ Ability to work in Any Kind of Environment.
- ❖ Punctuality, Sincerity.
- ❖ Amiable.
- ❖ Positive Thinking.

EXPERIENCE AND PERSONALITY TRAITS

- ❖ 4 years Balaji Industries, Shahadra Delhi. as a Receptionist & Typist.
- ❖ 3 years Ghai Industries, Karol Bag, Delhi. as a Receptionist & Typist.
- ❖ 2 Years St. Anthony Public School as a Computer Typist
- ❖ 2 year in J.K.G.School as a Computer Typist .
- ❖ 3 years 8 months in Yesfin's Academy School, as a Computer Typist.

PERSONAL STRENGTHS

- ❖ Good Interpersonal Skills.
- ❖ Fast Learner.
- ❖ Efficient.
- ❖ Hardworking.

HOBBIES

- ❖ Listening Music, watch movies

PERSONAL PROFILE

Nationality : Indian
Marital Status : Married\
Husband's Name : Mr. Sudhir Panwar
Gender : Female
Date of Birth : 16.03.1971
Flexibility to Travel : 100%
Permanent Address : H.No 212, Nand Gram,
Ghaziabad (U.P) - 201003

DECLARATION

I hereby declare that above information is correct to the best of my knowledge and belief.

Place: Ghaziabad
Date:

(RUPESH KUMARI)