

RESUME

RAKHI

HOME NO. A-2, GALI NO-1,
JAGAT PURI, EXTN.
SHAHDARA DELHI-110093

Contact No. 9311795560

Email ID : rakhi.kashyap28896@gmail.com

CARRER OBJECTIVE:

To achieve good position in an organization and also a challenging position, where I can utilize my knowledge and make it benefit in favor of company.

EDUCATIONAL QUALIFICATION:

- 10th Passed From CBSE BOARD.
- 12th Passed From CBSE BOARD.
- B.A. Passed from School of Open Learning (SOL) Delhi University
- M.A. (Hindi) Perusing from IGNOU.

PROFESSIONAL QUALIFICATION:

- Computer Operator Programming Assistant (**COPA**) from *ITI Vivek Vihar*.

OTHER QUALIFICATION

- English Typing speed 35wpm.
- Hindi Typing speed 45wpm.

WORK EXPERIENCE

- Presently working from the date of 10 Dec, 2018 at **Ministry of Corporate Affairs, New Delhi** as Office Assistant-cum-Hindi Typist.

PERSONAL DETAILS:

Father's Name	:	Mr.Sanjay Kumar
Date of Birth	:	28-8-1996
Nationality	:	Indian
Language Known	:	English & Hindi
Marital Status	:	Unmarried

Date
Place

(RAKHI)