

CURRICULUM VITAE

SURBHI SWARAJ

B.A. English (Honours)

Mobile: +91 6299947482

E-mail: surbhiswaraj2314@gmail.com

Location: Jamshedpur, Jharkhand India

CAREER OBJECTIVE:

To associate with an organization that provides challenging opportunities to effectively employ my skills and innovative ideas in a result-oriented environment. To be part of a team that excels in work towards the growth of the organization.

TECHNICAL SKILLS:

- MS Office (Excel, Word, Power Point)
- Shorthand typing (100 WPM)
- English typing (50WPM)
- Team Lead

SKILL SETS:

- Strong analytical and problem solving skill
- Written and communication skills
- Ability to deal with people diplomatically
- Hardworking and friendly person who can develop productive relationship with peers and seniors.
- Keen and quick learner and have sound knowledge of latest technology.

PROFESSIONAL TRAINING:

- Diploma in Computer Applications (DCA) .
- MS Office (Word Excel , Power Point , Access)
- Internet Email
- Shorthand Certified
- Typing

EDUCATIONAL QUALIFICATION

- B.A English Honors (Binod Bihari Mahto Koyalanchal University Dhanbad)
- Senior Secondary from Bokaro Ispat Vidyalaya Bokaro in 2016.
- High School from Bokaro Ispat Vidyalaya , Bokaro in 2014.

PERSONAL PROFILE:

- **Father's Name:** Dinesh kumar
- **Date of Birth:** 12th Dec 1998
- **Nationality:** Indian
- **Marital Status:** Married
- **Language Known:** Hindi & English

► **Permanent Add:** Shivpuri, Navchetna Path, Beur Road, Anishabad, Patna-800002.

I hereby declare all the above given information are true & authentic.

Surbhi Swaraj