**CURRICULAM VITAE**

**Name - KAVITA  
Email - kavita15072000k@gmail.com**

**Contact - 9667887824**

**CAREER OBJECTIVE**

To work in a challenging environment wherein I can get opportunity to prove my capabilities, sharpen my skills and contribute towards achieving the organization objective .To work with a feeling of companionship and helpful nature for my colleagues.

**EDUCATION QUALIFICATION**

▪ Passed 10th from CBSE BOARD OF DELHI (2016)  
▪ Passed 12th from CBSE BOARD OF DELHI (2018)  
▪ Graduated (2021)  
▪ BPO cource in TATA

**STRENGTH**

▪ Hardworking and Disciplined

▪ Optimistic

▪ Honest & Loyal

▪ Punctual

▪ Polite and friendly nature

**WORK EXPERIENCE**

▪ **6 Month of Cartel Infotech LTD. In NOIDA as customer care executive**  
**COMPUTER SKILLS  
Basic knowledge of computer  
MS-Office , excel , Tally**

**PERSONAL PROFILE  
▪Father Name - Mr.Devender Singh  
▪Date Birth - 15/07/2000  
▪Marital Status - Unmarried   
▪Gender - Female  
▪Religion - Hindu  
▪Languages known - Hindi , English  
▪Address - H. NO-169-GALI NO-3/3- BLOCK-A OLD NO-73/B-  
 PRADHAN ENCLAVE BURARI , DELHI-110084   
  
  
DECLARATION**I here by declareThat all then information provided here are correct to the best of my knowledge   
  
Date: (Kavita)