

SHIVANI ADHANA

Vill : Kanawani Indirapuram Near Shipra Sun City
Ghaziabad

Email : shivaniadhana468@gmail.com

Contact No. : 7011456593

OBJECTIVE

Seeking a position to utilize my skills and ability in that offer security and professional growth while being resourceful , innovative and flexible.

EXPERIENCE

- 2 year teaching experience .
- 1 year receptionist experience.
- 6 months Data entry experience.
- Computer knowledge in Excel, data entry, Photoshop, Pagemaker, html, D html, etc.
- 8 months in DSA office.

EDUCATION**MATRICULATION**

CBSE Board first division .

INTERMEDIATE

CBSE Board first division.

B.Com third year from Subharti University Meerut.

Diploma in computer course.

Fine arts knowledge.

PERSONAL PROFILE

Father's name : Manoj Kumar

Mother's name : Poonam

Gender : Female

Date of birth : 30-07-2003

Marital status : Unmarried

Language known : Hindi & English

Nationality : Indian

Hobbies : Reading books , Dance , Painting , Traveling , Guiding , etc.

DECLARATION

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

Signature