**RESUME**

**NAME :- SANDHYA KUMARI**

**EMAIL ID :- sandhya.grd89@gmail.com**

**CONTACT NO :- 8521904808**

**FATHER’S NAME :- DWARIKA MANDAL**

**MOTHER’S NAME :- SONIYA DEVI**

**DATE OF BIRTH :- 07/04/1989**

**SEX :- FEMALE**

**NATIONALITY :- INDIAN**

**MARITAL STATUS :- MARRIED**

**RELIGION :- HINDU**

**LANGUAGE KNOWN :- HINDI, ENGLISH**

**ADDRESS:- AT-RAJENDRA NAGAR,NEAR POLICE LINE ROAD**

**PO-GIRIDIH,PS-GIRIDIH,PINCODE-815301**

**DIST- GIRIDIH, JHARKHAND**

**QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAM** | **SCHOOL / BOARD** | **PASSING YEAR** | **PERCENTAGE** |
| **MATRIC** | **NIOS DELHI** | **2007** | **51%** |
| **INTERMIDIATE** | **NIOS DELHI** | **2013** | **53%** |
| **B.A.** | **PERIYAR UNI. SALEM**  **TAMILNADU** | **2016** | **APPEARING** |
|  |  |  |  |

**TECHNICAL QUALIFICATION :- A.D.C.A & A.D.I.T (M.S WORD,M.S EXCEL,POWER POINT**

**PREPARATION, PHOTO SHOP, TALLY-ERP9,DTP)**

**EXPERIENCE :-1. IN SALUJA TATA MOTORS,FOR 1 YEAR AS, GRD (COMPUTER**

**OPERATOR)**

**2. IN DISTRICT SUPPLY OFFICE,GRD (COMPUTER OPERATOR)**

**3. KNOWLEDGE OF M.I.S**

**DECLARATION**

**I HEREBY DECLARE THAT THE ABOVE MENTIONED DETAILS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

**DATE…………………**

**SINGNATURE…**