**NEELAM  
  
POSTAL ADDRESS**Ms.Neelam   
S/2, 208, M.S.Apartment,  
K.G.Marg, New Delhi-110001  
Contact No.: 9560625328  
Email ID: [neelam.neelam991@gmail.com](mailto:neelam.neelam991@gmail.com)  
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**CARRIER OBJECTIVE**A young and enthusiastic person wishing to learn and grow with, by giving my best and working always in the interest of the firm.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- |
| **QUALIFICATION DETAIL** | **BOARD/UNIVERSITY NAME** | **YEAR OF PASSING** |
| Pursuing B.A.(Pass) | Delhi University | 2017 |
| INTERMEDIATE(12TH) | CBSE Borad | 2008 |
| HIGH SCHOOL (10TH) | CBSE Board | 2006 |

**COMPUTER SKILL**

Knowledge of Word, Excel, Power Point

**PROFESSION SKILL**

English Typing

**STRENGTH**

* Ability to Multitask
* Give 100%
* Hardworking

**WORK EXEPERIENCE**

Six years experience as a Office Assistant in Doordarshan Archives New Delhi.

**PERSONAL INFORMATION**

Father’s Name : Mr.Kamal Kishore

Date of Birth : 31st October, 1991

Marital Status : Unmarried

Nationality : Indian

Religion : Hindu

Contact No. : 9560625328

E-mail ID : [neelam.neelam991@gmail.com](mailto:neelam.neelam991@gmail.com)

**DECLARATION**

I hereby declared that all the information given above is correct and true to the best of my knowledge.

**Date      :**

**Place     : NEW DELHI**

**(NEELAM)**