**CURRICULUM VITAE**

**Manju**

**PRESENT ADDRESS**

House No. F-404 Ghitorni MG Road

New Delhi 110030 Mobile No-: 9971762964

Email: maahilky123@gmail.com

**Career Objective**

## To work in a position where I get chance to add to my learning curve and benefit the organization I am working in, Both quantitatively and qualitatively as well.

**Academic Qualification**

* B.A (pass) from Delhi University in 2010.
* Senior Secondary from C.B.S.E Board Delhi in 2003.
* Secondary from C.B.S.E Board Delhi in 2001.

**Professional Qualification**

* Six Month Computer Application Course MS OFFICE from F-TEC EDUCATION.
* Six Week Computer course in MS OFFICE & INTERNET from MSME.
* Typing 45 WPM.
* Knowledge of advance excel.

## Professional Experience

* One Year 4 Months Worked in **PRAKHAR SOFTWARE SOLUTIONS PVT LTD.** as a Data Entry Operator.
* One year worked in **AAA INSOLVENCY PROFESSIONALS LLP**. in Kailash Colony as a Computer Operator.
* Two Year Worked in **NET KITE SOLUTION PVT. LTD**. (Rohini) as a Data Entry Operator.
* One Year Worked in **UDAN BOOK PVT. LTD** (Sant Nagar, East of Kailash) as a Computer Operator.

**Personal Details**

Name : Manju

Father’s Name : Mr. Ratiram

DOB : 13 Oct 1985

Nationality : Indian

Language Known : Hindi & English

Marital Status : Unmarried

**Place---------- Manju**

**Date -----------**