**BIO DATA**

**LEENA**

H.No.272, Munirka Village,

P.O. JNU, New Delhi-110067

Mobile. No. : 08586031477

Email: pis.leena@gmail.com

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| ***CAREER OBJECTIVE*** |

To play a challenging role by utilizing and expanding my skill in a dynamic organization and provide my effort for the growth of organization and to maintain its reputation.

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| ***EDUCATIONAL QUALIFICATIONS*** |

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| S.no. | Educational qualification | University | Year of passing | Percentage |
| 1 | 10TH | cbse | 2009 | 50% |
| 2 | 12th | cbse | 2011 | 80% |
| 3 | Persuing graduation | D.U | 2011-2014 | persuing |

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| ***TECHNICAL QUALIFICATION*** |

* Six months diploma in basic computer.

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| ***WORKING EXPERIENCE*** |

* Worked as a Receptionist in an Institute for 6 months
* Worked as a Front Desk Operator in PIS Engineers Pvt. Ltd. for 6 months.  
  Worked as a Telecaller 12 months as ainsurance advisor in kotak Mahindra life.

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| ***STRENGTH*** |

* Good looking and good communication Skill, Hard Working, Quick Learner, Open for change and interactive.

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| ***PERSONAL DETAILS*** |

Father’s Name : Shri Sunil Dutt

Date of Birth : 09.06.1991

Gender : Female

Nationality : Indian

Religion : Hindu

Marital Status : Unmarried

Language Known : Hindi & English (read & write)