**RESUME**

**ARCHANA**

C.W.C. R-14 SAROJNI NAGAR

NEW DELHI 110023

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PROFESSIONAL EXPERIENCE

* 1 Year experience As an Office Assistant Business Development.

EDUCATION

* High School passed from CBSE Board.
* Intermediate passed from CBSE board.
* B.A. Programme from Delhi University.
* Pursuing Post graduation.

PROFESSIONAL QUALIFICATION

* Computer Operator Programming Assistant from W.T.I. Netaji Nagar.

STRENGTHS

* Positive Attitude
* Competent
* Team worker
* Moral Values
* Adaptable

HOBBIES

* Listening Music.

PERSONAL DETAILS

* Father’s Name : Mr- Bhagelu Prasad.
* Date of Birth : 04/07/1993.
* Religion : Hindu
* Language Known : English and Hindi
* Nationality : Indian

Date:

Place:

(ARCHANA)