*RESUME*

*SHANTI DUTT*

*Shivaji Enclave ,Rajouri Gardan*

*New Delhi-110027*

*Email Id :shantidutt8@gmail.com*

*Phone No:-9582537254*

*OBJECTIVE:-*

*Seeking a challenging career in an organization ,where I can apply my incessant skill, learn and develop new skills utilize maximum best potential capabilities to get a respectable status and contribute to the betterment of the organization.*

*ACADEMIC QUALIFICATION:-*

* *10th pass from CBSE Board*
* *12thPass from CBSE Board*
* *Pursuing Graduation B.A final year from Delhi University*
* *Basic knowledge of computer:-*
* *Word*
* *Excel*
* *Internet*

*EXPERIENCE:-*

*6 Months experience (As a office coordinator)*

*WORK PROFILE:-*

* *Maintaining file records*
* *Billing*
* *email sending*

*COVERING LETTER:-*

* *Date of Birth :5.10.1990*
* *Sex :Female*
* *Religion : Hindu*
* *Nationality :Indian*
* *Marrital Status :Married*
* *Language known :Hindi, English*

*Declaration: -*

*I hereby declare that all the details furnished above true and correct to the best of my knowledge and belief.*

*Place: New Delhi*

*Date: ( Shanti Dutt)*