**Curriculum Vitae**

**MEENA SHARMA**

H-100, Block- H, Harkesh Nagar,

New Delhi-110020

Near Okhla Metro Station

Mobile No. 9717745489

meenasharma.2611@yahoo.com

# **CAREER OBJECTIVE:-**

* To work with total dedication and discipline towards organization.

# **EDUCATION QUALIFICATION: -**

* 10+2 Passed from C.B.S.E Delhi
* B.A. from Delhi University.

# **TECHNICAL QUALIFICATION: -**

* 4 months Computer Course of Future Advantage, from NIIT, Kalkaji New Delhi
* 8 months Computer Course of Multimedia & Web-Designing from Oxford, South Extension, New Delhi .
* Knowledge of English Typing.

# **WORK EXPERIENCE: -**

* Worked with M/s. Omen Technologies Pvt Ltd. (Elevator Company) Lajpat Nagar New Delhi, as a Computer Operator for one year.
* Worked with M/s. Apollo Elevators, Hauz Khas New Delhi as a Computer Operator from May 2006 to April 2008.
* Worked with Press Information Bureau, Ministry of Home Affairs, Shastri Bhawan, New Delhi as a Data Entry Operator from February, 2010 to till working on contract basis through M/s. Dignus Services, Rajendra Place, Delhi-110008.

# **LANGUAGE KNOWN:-**

* Hindi & English

## PERSONAL DETAILS:-

Father’s Name : Lt. Sh. Dinesh Sharma

Date of Birth : 26.11.1985

Religion : Hindu

Nationality : Indian

Marital Status : unmarried

Hobbies : Reading books & listening songs

Date ……./…../………

Place:- New Delhi

**(MEENA SHARMA**)