**Swati Sudha**  
CII/88 New Ashok Nagar Delhi-96,  
9868005761,sudha.swati91@gmail.com.

**Meant For:**

* Seeking a position in a company where acquired experience and knowledge can be utilized properly
* Looking for a position in a company where there is enough scope to contribute in the development
* Seeking a job that can provide ample scope to face new challenges
* Seeking for a job in IT industry that can offer a steady growth and new responsibilities

**Experience:**

* Working as a Data entry operator in Micro Computer Solution, since Feb 2016. Work involves maintaining data properly and combining data from various sources to generate an accurate result

**Qualification gained:**

* Bsc(Botany) with 63% in the year 2007 from JP University Bihar
* Advance Diploma in Computer Application with 85.5% in the year 2016 Institute of Scholartech Technical Solutions Pvt.Ltd.

**Qualification pursuing:**

* Msc(Botany) From JP University Result Awaited.

**Computer Literacy:**

* Well versed MS excel, MS word, MS Access, Power Point
* Proficient in Page Maker, Corel Draw and Photoshop
* Efficient in internet
* Well versed with HTML and Dream Weaver

**Strength:**

* Can perform under pressure
* Can execute a task within given time
* Can easily adept to any new implementation
* Hard Working
* Can learn fast from mistakes
* Can utilize available resources efficiently
* Can inspire others to work honestly

**Weakness:**

Focus on the quality of a work rather than the usual working hour.

**Achievement:**

* Accumulated valuable information while working with diverse software
* Gathered knowledge how to process data accurately

**Goal:**

* Generate accurate result
* Meet target beforehand

**Personal data:**

* Name: Swati Sudha
* Sex : Female
* DOB : April 17,1981
* Marital Status: Married
* Profession: Serving, data entry officer
* Hobby: Reading, collection of books, Surfing

**Declaration:**

I declare that the above facts given by me are true to the best of my knowledge and belief.

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| Place: New Delhi Date:04.07.2016 |