**CURRICULUM-VITAE**

**MEENAKSHI RAWAT**

**CAREER OBJECTIVE**

To work in a professional managed organization where I can contribute towards the growth of the organization there by contributing towards my career growth.

**ACADEMIC QUALFICATION**

* Graduate from School of Open Learning, Delhi University.
* Passed XIIth from Sarvodaya Vidyalaya, Lancer’s Road, Delhi-110054 from CBSE Board, Delhi in the year 2005.
* Passed Xth from Sarvodaya Vidyalaya, Lancer’s Road, Delhi-110054 from CBSE Board, Delhi in the year 2003.

**PROFESSIONAL QUALIFICATION**

* Diploma in Office Management from New Delhi YMCA Education Center-I, Jai Singh Road, New Delhi.

**Course Contents:**

Shorthand

Typing

Office Management

Business English Communication

Elementary English

Communication Lab

* One and half year Diploma Course in Computer Application from Universal Computer Education (UCE), Kingsway Camp, Delhi-110009, in year 2006.

**EXPERIENCE**

* Worked in Directorate of Income Tax (Jhandewalan) as a Computer Operator for one year.
* Worked in Rail Bhawan (Railway Board) as an Office Assistant for 2 years
* Worked in Ministry of Urban Development, Nirman Bhawan as an Office Assistant for 2 years.
* Worked in Ministry of Human Resource Development, Shastri Bhawan as a Computer Operator for 3½ years.

**ACHIEVEMENTS**

* Participated in Painting Competition at School Level.
* Participated in Show Case Modeling Show at YMCA.

**STRENGTH**

* Ability to perform tasks within the given time frame.
* Punctual and dedicate to the organization.

**PERSONAL PROFILE**

Name : Meenakshi Rawat

Husband’s Name : Mr. Arun Rawat

Date of Birth : 8th June 1987

Postal Address : C-34, Sector-22, Noida.

Contact No. : 9910841631

e-mail ID : minishalu.2008@gmail.com

Marital Status : Married

Nationality : Indian

Languages Known : English & Hindi

Hobbies : Painting

Date: …………

Place: New Delhi

**MEENAKHI RAWAT**