**CURRICULUM VITAE**

# Simmi

**A-21/KH-854 Harswaroop Colony**

**Fatehpur Beri New Delhi 10074**

**Contact No. 8287113655**

**Email Id: - simran14081986@gmail.com**

# Career objective:-

# Seeking a challenging position in a reputed organization in services industry which providesOpportunities for professional growth and advancement, where I can utilize my experience and acquiredSkills toward becoming a valuable team member.

**EDUCATIONAL QUALIFICATION:**

* **10th passed from CBSE Board**
* **12th passed from NIOS**
* **Pursuing Graduation in BA 3RD year From IGNOU**

**COMPUTER KNOWLEDGE:**

# Six months computer application course

**WORKING EXPERIENCE:**

* **2year working experience with “DTDC Courier Services”, Madan giri, New Delhi, as a Receptionist and offices coordinator.**
* **2.5 year working experience with MGF Hyundai “Okhla”. new Delhi as a Receptionist and front offices coordinator**
* **2.5 Year working experience with “Vikram Paytech Solution Pvt Ltd”, Bhikaji Cama Places , as a. offices coordinator**
* **6 Month working experience with Konceptss Hyundai in “Okhla”. new Delhi as a Receptionist and front offices coordinator**
* **6 Month working experience with Metro Hyundai in “Okhla”. new Delhi as a Customer Care Executive .**

**PERSONAL DETAILS:**

**Husband’s Name : Mr. Harjeet Singh**

**Date of Birth : 14/08/1986**

**Marital Status : Married**

**Gender : Female**

**Nationality : Indian**

**HOBBIES:**

* **Reading Books**
* Listening music

**ATTITUDE:**

* **Positive attitude towards life.**

**STRENGTH:**

* **Time Manager**
* **Punctual**
* **Hardworking**
* **Sincere**

**LANGUAGES KNOWN:**

* **Hindi**
* **English**

**DECLARATION:**

* **I hereby declare that all the information given by is true to the best of my knowledge and belief.**

**DATE: …………**

**PLACE: ………. (Simmi)**