***Jyoti Bajpai*** *Email:* [*jyotibjp6593@gmail.com*](mailto:jyotibjp6593@gmail.com) *Mob:9013443239 / 7683001846*

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| **Career Objective** |

“To work in a challenging atmosphere where I can acquire the knowledge of latest technologies by using my skills in a creative manner and making an indispensible contribution to the organization.”

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| **Educational Qualification** |

* High School from U. P. Board, Allahabad in 2007.
* Intermediate from U.P. Board, Allahabad in 2009.
* Graduation in Science (B.Sc.) from C.S.J.M. University in 2012.

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| **Professional Qualification** |

* Certificate in **Course on Computer Concepts (CCC)** from National Institute of Electronics and Information Technology (NIELIT), Ministry of Communications and Information Technology, Govt. of India, Delhi.
* Certificate in English Typing & English Steno from Ajay Type & Shorthand Centre.

Knowledge of English Typing with speed- 50 WPM

Knowledge of English Steno with speed- 100 WPM

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| **Experience** |

* Presently I am working as a Stenographer Grade ‘D’ in **Central Tibetan School Administration, Rohini, Delhi / Ministry of Human Resource Development** since 25th Nov, 2014 to till date.

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| **Extra Curricular Activities** |

* Participated in PARLE G.K. QUIZ COMPTETION & got a second prize.
* Participated in writing competition & got a first prize.
* Participated in Sanskrit Gyan Pariksha & got Second prize.
* Participated as active member in college Annual Function.

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| **Personal Profile** |

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| ***Father’s Name*** | Late Anil Kumar Bajpai |
| ***Date of Birth*** | 09-July-1993 |
| ***Correspondence Address*** | B-11 Kohli Vihar Sec-49 Noida U.P.-(201304) |
| ***Hobbies*** | Listening music, Reading books, Travelling. |
| ***Languages Known*** | Hindi, English |

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| **Declaration** |

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.”

**Date : 12.01.2018**

**Place : NOIDA** **JYOTI BAJPAI**