**RESUME**

**SWATI SRIVASTAVA**

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Mob. No. 7388541366

Address: Uttam Nagar, New Delhi- 110059

**ABOUT MYSELF:-**

I am a very practical person with an amiable disposition and strong cultural values. I strongly believe in accuracy and precision in whatever I do. I believe I have good communication skills that would provide transparency and productivity in the organization.

**EDUCATION QUALIFICATON:-**

* B.A. (Pursuing) From Swami Vivekanand University
* Intermediate (72%) From U.P. Board in the year of 2017
* High School (89%) From U.P. Board in the year of 2015

**CERTIFICATION:-**

* Certificate in Basic Computer (MS-Excel, MS-Windows, MS-Office, MS-Powerpoint)
* Certificate in Basic Computer Skills From IIIT KOTA
* Certificate in English For Personal And Professional Development From IIIT Kota

**PERSONAL PROFILE:-**

Date of Birth : 19/01/2002

Language Known : Hindi, English

Interested in : Reading Books, Singing

Nationality : Indian

Date:-

Place:- New Delhi **SWATI SRIVASTAVA**