## **CURRICULUM VITAE** D:\27.10.2016\IMG-20161025-WA0006.jpg

**SUNITA** E-Mail**:**- **Unicitysunita72@gmail.com**

Address: RZ=22A/8 STREET NO-18

INDRA PARK PALAM COLONY ­­

NEW DELHI 110045 Mobile: **7210075944.9811046989**

**Career Objective:**

#### To do the best of my ability to prevent disability for a better world.

#### **Summary: -**

Successfully completed my **B.COM from Delhi University.** I amkeen & quick learner having ability to work in any given environment, good communicator, honest, self-motivated team player with strong analytical aptitude.

**Educational Qualifications:**

* Passed B.COM from Delhi University in the year of 2016.
* Passed 10+2 (With commerce) from C.B.S.E in the year of 2011
* Passed 10th from C.B.S.E in the year of 2009.

**Extra Curricular Activity:**

* I completed my **one year computer Diploma** MS office, MS word, , MS Excel, MS Power point, Internet

**Work Experience**

* + Currently working as **Adviser** in ASHA KIRAN IMMIGRATION SERVICES PVT.LTD New Delhi.

**Professional Experience**

* + Maintaining good relations with customers.
  + Handling data maintains.
  + Handling staff and their breaks.

###### MY ASSET

* Excellent Public relation knowledge
* Convivial nature
* Real good command over English, Hindi.
* Always try to give best asset to others

**Personal Profile:**

Name : Sunita

Father’s Name : Mr.Brijpal

Sex : Female

Marital Status : Un-married

Nationality : Indian

Hobbies : Reading, listening songs, net surfing.

Phone No : 9811046989

Date of Birth : 20-06-1994

**Declaration: -**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Yours Sincerely,**

**Date. …/…./……**

**Place…………… {SUNITA}**