**RESUME**

**NeenaVedwal**

RZ-42, Shanker Park,

Sagarpur (W)

New Delhi-46

**Mobile no. 9212083746**

**Email-** [**neenavedwal@yahoo.in**](mailto:neenavedwal@yahoo.in)

**Summary of Qualification:**

* Secondary School Examination, CBSE Board, New Delhi, 1992.
* Senior Secondary School Examination, CBSE Board, New Delhi, 1994.
* C. Lib (Certificate in Library Science), School of Library Science, Delhi Library Association, 1998.
* Certificate Course in Computer Application, from AIM School of Computer Sciences, 1999.
* B.A. (P), Delhi University, 2000.
* Pursuing B. Lib. (Bachelor in Library Sciences) from IGNOU.

**Experience:**

* Working with Ministry of Commerce and Industry as Data Entry Operator since 22.11.2015 till date
* Worked as LDC with Kamal Model School, Mohan Garden, New Delhi from 21st April 2008 to 11th December 2008.
* Previously worked as Computer Operator at ESI Hopsital, Basaidarapur, New Delhi, since 01/04/2007 till 31/03/2008.
* Library Assistant & LDC at the Indian Law Institute for 15 months.
* Clerk-cum-computer Operator at NIRC –ICSI for 3 months.
* Clerk-cum-computer Operator at APCON publishing for 12 months.
* Library Assistant –cum-typist at south campus library, Delhi University.

**Extracurricular Activities:**

* Participated in Hockey, Athletics and Marching competition.
* Participated as Hostess “Science Vision Exhibition” “AGRASAR” organized by Ministry of Science & Technology.

**Interest & Activities:**

* Arrangement
* Art & Designing
* Handicrafts.

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**Personal Details:**

* Date of Birth : 15th January, 1977
* Age : 39 years
* Husband Name : Shri Suresh Kumar
* Husbands Profession : Assistant Manager at WAPCOS Limited,

A Government of India Enterprise under the Ministry of Water Resources.

Date:

Place: Delhi

**(Neena Vedwal)**