**CURRICULUM – VITAE**

**Neha Gupta**

**Trunk Street**

**Doongar Mohalla**

**Shahadras**

**New Delhi -110032**

**Mob No**:-8750129025

**Email id**: - [guptanehagupta2013@gmail.com](mailto:guptanehagupta2013@gmail.com)

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**OBJECTIVE :-**

I want to join in your esteemed organization where I can utilize my skills.

**ACADEMIC QUALIFICATION:-**

* Passed 10th from C.B.S.E. New Delhi in 2008.
* Passed 12th from C.B.S.E. New Delhi in 2010.
* Graduation (BA) from DU 2013.
* Pursuing M.A (English).

**WORK EXPERIENCE:-**

* Six month experience as a Computer Operator in crest Information Service, New Delhi.
* One year experience as a Stenographer in Election commission of India.
* Two years experience as a steno Teacher in Today soft computer Education Institute.
* Eight Months Experience as a Stenographer/P.A in Rail Land Development Authority.
* Eight month experience as a D.E.O in Morarji Desai National Institute of Yoga.
* One Year Experience as a steno in Handicrafts office R.K. PURAM .

**WORK RESPONSIBLITIES:-**

* **Maintain Files.**
* **Typing work (Eng&Hindi).**
* **Dispatch and Fax.**
* **Take Dictation (Shorthand).**

**ADDITIONAL QUALIFICATION:-**

* Diploma in Shorthand –English From ITI Tilak Nagar , New Delhi
* Certificate in DTP from Today Soft, Vashist park New Delhi.
* Having 40 w.p.m .in English typing & 80-100 w.p.m in Shorthand.
* Having Hindi typing knowledge 20 w.p.m speed in hindi Typing.(Kruti dev/Mangal).

**PERSONAL DETAILS:-**

Father’s Name : Shri Late Naresh Chand Gupta

Date of Birth : 05th Feb.1991

Marital Status : married

Nationality : Indian

Languages Known : Hindi & English

Hobbies : Reading Books & Listening to music

**DECLARATION :-**

I do hereby declare that all the information given by me are correct to the best of my knowledge and belief.

**Date:-**

**(Neha Gupta)**

**Place: - New Delhi**