**CURRICULUM VITAE**

**JAGRITI RAWAT**

II D 42 A Sec-2 Kamna,

Vaishali Ghaziabad

U.P 201010

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CAREER OBJECTIVE:

# To work with an organization where my professional attitude and constant drive towards success enable me to help future the growth and development of the organization.

**ACADEMIC QUALIFICATION**

* Bachelors in Arts (B.A) from IGNOU.
* 12th passed from CBSE Board 2013.
* 10th passed from CBSE Board 2011.

**PROFESSIONAL QUALIFICATION**

* One year Diploma ‘O’ Level Computer Software from NSIC Okhla, New Delhi.

**WORK EXPERIENCE**

* **Designation**: Data Entry Operator

**Payroll Company**: SGS Kraft Management Pvt. Ltd.

**Client side**: I m working in Network Service Division, DESIDOC DRDO, Ministry of Defence.

**SKILLS**

* IT Tools and Business System
* Internet Technology and Web Design
* ‘C’ Language
* Dot Net Applications

**STRENGHTS**

* Hardworking
* Positive Attitude
* Good Communication Skill
* Punctual

**HOBBIES**

* Listening to Music
* Reading Books

**PERSONAL DETAILS**

Father’s Name : Mr. T.S Rawat

Date of Birth : 26th November 1996

Gender : Female

Marital Status : Unmarried

Languages : English & Hindi

Nationality : Indian

**Date:**

**Place:**

**(JAGRITI RAWAT)**