***CURRICULUM VITAE***

**SANDHYA SRIVASTAVA**

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**Objective**: A challenging position in a professional organization where enhance my skills and strength in conjunction with company’s goal and objectives.

**Educational Qualifications**:

* Pursing MA in Economics from IGNOU
* Graduate from Delhi University in 2013
* 12th from C.B.S.E board in 2009
* 10th from C.B.S.E board in 2007

**Professional Qualification :**

* 3 Month course of **Office Assistant** from Gandhi Institute of Computer Education & Information Technology. **(Course Content:** Windows, M.S.Word, M.S.Excel, M.S.Powerpoint, Basic of Internet , Personality development, Integration with Office routines**)**
* 3 Month course of **Internet &Web Page Designing** from Gandhi Institute of Computer Education & Information Technology. **(Course Content:** Basic of Internet, Building Basic, Word Pages using, M.S. Front Page, Web publishing, Flash, & Personality development module**)**

* 3 Month course of **Accounts Assistant** from Gandhi Institute of Computer Education & Information Technology. **(Course Content:** Computer Basic, Windows,

M.S.Word, M.S.Excel, Computerized Practical Accounting with Tally 7.2**)**

**WORK EXPERIENCE**:

* **Currently Working in Data Net India Pvt. Ltd. as a Project Assistant.**
* **June 2015, to September, 2015**

Worked as Accounts Executive in A.V. Enterprises (under Hindustan Unilever).

* **August, 2011 to August, 2013**

Worked as a Computer Operator in Udyog Bhawan, “Ministry of Micro, Small & Medium Enterprises”.

**SKILLS AND ALTRIBUTES**

* Extensive hands on experience on Microsoft office tools and data base management.
* A well- motivated and enthusiastic and consider myself to be an altruist.
* My credentials and my spirituality are my biggest strength for my dedication towards work.

**HOBBIES AND INTEREST**

* Traveling

* Cooking
* Listing to music

**Personal Details**

Father’s name : Mr. Jogi Ram

Date of Birth : 27th July, 1992

Nationality : Indian

Marital Status : Unmarried

Nationality : Indian

Gender : Female

Language Known : Hindi and English

I hereby declare that before mentioned information is true to my knowledge.

**(Sandhya Srivastava)**