**Resume of Saritu Devi**

**Address** :38/22 Block-A, Amrit Vihar, Gali No -13, Burari.-110084

**Contact No** : 7210082379

**Email** :saritukatwal1503@gmail.com

**Objective:**

**:** To work upon challenging assignments requiring energy, innovation and skills; thereby bringing out the best in me in driving the organization towards success.

: Intend to build a career by working for an organization in which my potential and talents are appreciated

**Educational Background :**

**Bachelor’s Degree**

**Field of study :-** :B.A (Prog)

**University :-** :Ellim University

**Location :-** :Sikkim

**Graduation Year :-** :2013

**Secondary Education**

**Field of study :-** :Arts

**Board :-** :Himachal Pradesh

**Location :-** :Himachal Pradesh

**Passing year :-** :2009

**Division :-** :Second

**Matriculation Examinaion**

**Board :-** Himachal Pradesh

**Location :-** Himachal Pradesh

**Passing Date :-** 2007

**Division :-** Second

**Techincal Courses :**

1. One year Basic Computer in Relishsoft educations academy (Ludhiana)
2. Six Months Accounts in superior computer information & technology (Ludhiana)

**Other Skills**

* Good in communication
* Able to Work in a team

**Expérience:**

1. 6 Months Expérience in Institute (Relishsoft Edcutions Academy) as a Data Entry Operator (DEO)
2. 2 months experience in Head office (Relishsoft Edcutions Academy)

**Strength & Hobbies**

* Self-motivated
* Positive attitude
* Smart working
* Focused
* Sincere
* Participated in various Corporate - Group Discussions, quiz competitions

**Other Knowledge:**

1. English Typing Knowledge.

**Language knowlege**

* English
* Hindi

**PERSONAL DETAILS:**

**Name :** Saritudevi

**Date of Birth :** 01 December 1991

**Husband name** **:** Rohit

**Sex :** Female

**Marital Status :** Married

**Nationality :** Indian

**Religion :** Hindu

**Permanent Address :**Village Rawara, P.O Sandhole Tahsil-

Sandhole, Distt Mandi (H.P)- 176090

**Present Address :** 38/22 Block-A, Amrit Vihar, Gali No -13, Burari.-110084

**Contract Number :** +7210082379

**Declaration**

I hereby declare that the above furnished information is authentic to the best of my knowledge.

**[ Saritu Devi ]**

Date :

Date Place : New Delhi