

## CURRICULUM -VITAE

DIVYA

E-Mail:-divyabahuguna12@gmail.com  
Contact No: (9650194312,9810281132)

**Present Address:-**

z-45 shyam vihar  
phase -1  
Najafgarh New Delhi- 43

### Career Objective:

To make use of professional and social skills for the growth of the organization and self. I consider myself as a hard working with good communication skills and ready to take up challenging responsibilities. I believe that your organization's atmosphere and work ethics would provide me a perfect opportunity to learn and grow along with the organization as well as provide me with the right environment to grow as an individual and as a professional.

### Academic Credentials:

High school (2012)	10 <sup>th</sup> pass CBSE BOARD
Senior Secondary (2014)	12 <sup>th</sup> pass CBSE BOARD
Bachelor of Social Work (Under Grad.)	IGNOU New Delhi.

### Work Experience:

- ☐ .ONE YEAR EXPERIENCE AS D.E.O FROM DIVINE SUPPORT SERVICES.
- ☐ TWO YEAR EXPERIENCE AS BACKED EXECUTIVE FROM TATA POWER DELHI DISTRIBUTION ..

### Computer Skill:

- ☐ Windows
- ☐ MS-Excel
- ☐ MS-Word

- ☐ Internet

### Strengths:

- ☐ Enthusiasm to learn new things
- ☐ Good Communication skills
- ☐ Hardworking and Challenging attitude
- ☐ Ability to respond fairly and spontaneously
- ☐ Simple and Straight Forward.

**Computer Skill:**

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**Strengths:**

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- Ability to respond fairly and spontaneously
- Simple and Straight Forward.

**Personal Profile:**

Father's Name	:	VISHNU PRASAD
Date of Birth	:	11-03-1997
Sex	:	Female
Marital Status	:	Single
Nationality	:	Indian
Languages Known	:	English & Hindi
Hobbies	:	Listening song and to learn something new.
Permanent Address	:	Z-45 shyam vihar phase -1 Najafgarh New Delhi 110043

**DECLARATION:**

I assure that all the above information given is true to the best of my knowledge and belief. If get a chance, I will do my best if given an opportunity.

Date: 5 June 2021

Place: delhi  
(divya)