

CURRICULUM - VITAE

MEENAKSHI

87 – H, SECTOR 4, DIZ AREA

RAJA BAZAR, B.K.S MARG. NEW DELHI-110001

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E MAIL - nehaneha9560@gmail.com

CAREER OBJECTIVE:

To work in a challenging atmosphere in a professional organization, where I can enhance my skill and strength in conjunction with the firm's goals and objective.

EDUCATIONAL QUALIFICATIONS:

- 10th Passed from CBSE Board.
- 12th Passed from CBSE Board.
- Pursuing B.A. (Prog) from University of Delhi.

TECHNICAL QULIFICATION:

- Knowledge of Basic Computer (Microsoft Office).
- Knowledge of **Advanced Excel**.

STRENGTHS

- Quick Learner
- Positive Attitude
- Hard Working
- Responsibility towards work.

PERSONAL DETAILS:

- Father's Name : **Mr. Hira Lal**
- Date of Birth : 29/05/ 2001
- Gender : Female
- Marital Status : Un-married.
- Religion : Hindu
- Nationality : Indian.
- Language Known : English & Hindi
- Hobbies : Reading Books & Listening Music

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place:

(MEENAKSHI)