

CURRICULAM VITAE

**BULBUL**

C/o D-100/B Inder Enclave Ph-2,
Main Mubarak Pur Road, Delhi -
110086

Contact No: 9643080825

Email Id: bulbul978@gmail.com

Area of Interest: Management

Personal Information:

Date of Birth: 13th August, 1994

Father's Name: Mr. Binay Kumar

Mother's Name: Lt. Nirmala
Devi

Marital Status: Unmarried

Nationality: Indian

Languages Known: English &
Hindi

Hobbies: Travelling, Listening
music

Computer Proficiency:

- Tally ERP.9
- MS Office
- Advance Excel
- Photoshop

Career Objective: To enhance my working capabilities, professional skills and to serve my organization to the best of my sheer determination and commitment.

Educational Qualification:

- Pursuing Master of Arts in Rural Development from IGNOU
- Completed Bachelor of Library and Information Science from IGNOU
- Completed Bachelor of Arts from Delhi University in 2016
- Intermediate in Arts from CBSE in 2012
- Matriculation from CBSE in 2010

Professional Experience:

Total Work Experience: 5 years & 1 month

- YOUNG WOMEN'S CHRISTIAN ASSOCIATION (YWCA of Delhi)
Served as Assistant Resident Secretary from March'2016 to July'2020

Job Description:

Hostel operation and management
Inventory management
Financial Budget preparation

- Currently working with Marwadi University Rajkot since November 2020.

Declaration:

I hereby declare that all the above statement made by me is correct and true with the best of my knowledge.

Bulbul

Place: Rajkot