RESUME

**KHARVA**

[Kharva.368263@2freemail.com](mailto:Kharva.368263@2freemail.com)

**Personal Details:**

Date of Birth **:** 29th March 1991.

Gender **:** Female

Height **:** 4’5”

Weight **:** 50kg

Marital Status **:**  Unmarried.

Nationality **:** Indian.

Languages Known **:** English, Hindi and Gujarati.

**Career Objective:**

* I aspire to be in a organization where I can optimally utilize my working skill and knowledge with wide scope of analysis and judgment, so as to reach a level I can accord with my abilities.

**Educational Qualification:**

* S.S.C cleared with 58% from Gujarat Board in 2008.
* ITI cleared with 71% from ITI Tarsali in July 2010.
* Diploma F.Y (2013) in Ms University in Electrical.

**Extracurricular Activities:**

* Computer Knowledge,
* Photoshop, Corel Draw & DTP.

**Job Experience:**

* **WORKED AT REAL ESTATE FOR DATA ENTRY & TELLY CALLING (2012-2013) 1 YEAR 3 MANTH.**
* **WORKED AT KATARIA AUTO MOBILES PVT LTD. AS A TELLYCALLER FOR 3 MONTH IN 2013.**
* **AS A TEACHER TEACHING 1ST TO 8TH STD.(DEC’12 – APR’13)**
* **WORKED AT MAHAVIR ENTERPRISE RAOPURA STATINARY SHOP (2014)**
* **WORKING DATA ENTRY OPERATOR 2015**
* **WORKING BACK OFFICE FILLD IN COMPUTER OPERATOR (ASSISTANT) MARCH’2015**

**Hobbies:**

* Book Reading
* Singing
* Dancing.
* Badminton
* Scatting
* Teaching
* Leashing song
* Shopping

**Declaration:**

* I hereby declare that the information and details provided above are correct to the best of my knowledge.

Place: Vadodara