** CURRICULUM VITAE**

JYOTI

Email id : [jyoti.383233@2freemail.com](mailto:jyoti.383233@2freemail.com)

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| OBJECTIVE: |
| *"Seeking a challenging position in an organization where my experience will be fully utilized. To provide best service. I will focus on the nature of the work and try to learn the system of work which will help me for the better entry in this job. I will try my level best for the optimum results."* |

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| ACADEMIC QUALIFICATION |

* 10th passed from Haryana Board with 58% Marks
* 12th passed from Haryana Board with 50% Marks
* B.Com ( Commerce ) passed from Nanital University with 50% Marks
* B.Ed ( Education ) passed from Kurekshetra University with 60% Marks

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| SKILL KNOWLEDGE |
| * Basic Computer Application * Tally & ERP9 * Internet Knowledge |

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| EXPERIENCE: |
| * 08 July 2013 to 05 August 2018 Work Experience in Giga Infotech Computers Pvt Ltd. As a Receptionist cum data entry Operator. * One year work Experience in Amrita Knitwear Ludhiana as a Computer Operator * Two year Teaching Experience in Parshuram Senior Secondary School Haryana |

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| STRENGTH |
| * Excellent Communication * Learning and quick grasping. * Punctual * A Good leader & listener |

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| EXTRA CURRICULAR INTERESTS |
| * Reading Books * Cooking * Travelling |

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| PERSONAL QUALITIES |
| * Honest and Punctual. * Dedication to work. * Adaptability to change. * Hardworking and team work. |

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| PERSONAL PARTICULARS |

Marital Status Married

Gender Female

Date of Birth 04 August 1987

Language Known English , Hindi , Punjabi

Nationality Indian

Passport Place of Issue Chandigarh

I *,* ***Jyoti***  hereby declare that all the details furnished above are true to the best of my knowledge.