** CURRICULUM VITAE**

JYOTI

Email id : 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.