**CURRICULUM**

**Personal Details :-**

DOB - 19 Nov. 1990

Sex - Female

Marital Status - Married

[**SHAVETA.260985@2freemail.com**](mailto:SHAVETA.260985@2freemail.com)

**Objective:-**

Aiming to achieve a challenging position in well known organization.Where I can make significant contribution to the organization.To gain new skills and to give the organization my best efforts.

**Academic Qualification:-**

* Higher Secondary Exam from Himachal Pradesh Education Board in year 2007.
* Post Graduation from Himachal Pradesh University Shimla in year 2012.

**Technical Qualification:-**

* Diploma in CFA Computer Software Passed from ALMA Institute Chintpurni Himachal Pradesh.

**Computer Proficiency** :-

Operating System: -Window (95/98/2000)

Package Know : - MS-Office, Excel, PPT,

Web Tools : - Internet &Electronic Mail.

**Professional Experience :-**

Worked as a IT Professional (Tally, MS-Word, Excel, PPT & Internet) in ALMA Institute ChintpurniHimachal Pradesh from 01-02-2012 till 27-01-2014.

**Declaration:**-

I hereby certify that I above information is true and correct to the best of my knowledge and belief.

**SHAVETA**

**(SHAVETA)**