

# PINKI

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📍 A-2 Raghubir Nagar, Tagore Garden New Delhi 110027

## OBJECTIVE

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A Make position in the service where I can make the best use of my talent and Education at my command & make a diverse challenging role with commitment to succeed.

## EDUCATION

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2018-19	<b>CBSE 10th Board</b> Govt Girl Sr Secondary School
2020-21	<b>CBSE 12th Board</b> Govt Girl Sr Secondary School
Pursuing Graduation	<b>Bachelor of Arts (Prog.)</b> SOL Delhi University

## INTERESTS

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Art & Craft

## SKILLS

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Advance Excel

Tally

## ADDITIONAL INFORMATION

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I have also completed nursery teaching course from indos institute and i also have experience of home tutors.

## EXPERIENCE

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Feb -22 - Jan -23	<b>Data Entry Operator</b> Ajmani Associates Data Entry in Excel , Data Entry in tally software which include update sale invoices & purchase invoices in tally & bank Entry in tally. Payments follow-up from clints, raising invoice to clints.
Mar -23 - Present	<b>Admission Education Councillor</b> Swami Vivekanand Institute Of Management & Technology

## PERSONAL DETAILS

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Date of Birth : 06/Mar/2004

Marital Status : Unmarried

Nationality : Indian

Gender : Female

## LANGUAGES

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Hindi

English

