

CURRICULUM VITAE

Vaishali

Add.: F-138 2nd floor Vande Mataram Apartment

Jawahar Park Devli Road

Khanpur New Delhi 110062

Mobile No- : 9310983460

Email ID: vv29091997@gmail.com

CAREER OBJECTIVE

To work in challenging & dynamic environment using the best abilities & Interpersonal skills. To attain responsible position in the organization in order to make best use of my analytical skills in which I can excel and contribute effectively and efficiently the organization.

EDUCATIONAL QUALIFICATIONS

- 10th passed from CBSE Board Delhi
- 12th passed from CBSE Board Delhi
- Pursuing (B.A English Hons) Graduation from University of Delhi

COMPUTER SKILLS

- Basic Knowledge of MS Office, Excel & Power Point.
- I have Completed Air Travel Fare Ticketing and Airport Handling Course form YWCA.

HOBBIES & INTRESTS

Writing, Reading newspaper & Morning walk

WORKING EXPERIENCE

- 6 month worked Experience with Courtesy Honda Okhla as a Customer Exertive.
- 6 month worked Experience with Maruti Faridabad as a Customer Exertive.
- 1 year worked Experience with Cogent Noida as a Customer Support my process was there FedEx.
- 1.4 year Worked Experience with Ireo Campus in Sector 59 near golf course Extension road Gurugram as a Administration executive at reception.

PERSONAL DETAILS

Father's Name : Mr. Vijender Kumar
Date of Birth : 27-Sep-1997
Permanent Add. : Same as above
Gender : Female
Marital Status : Unmarried
Nationality : Indian
Languages Known : English, Hindi

I hereby declare that all the information given above is correct according to the best of my knowledge and belief.

Place:

Date:

(Vaishali)