

CURRICULUM VITAE

AARJU

H.NO D-56, STREET NO 6,

Bhagirathi Vihar,

Delhi 110094

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CAREER OBJECTIVE:

To be a part of such an institution that utilizes my potential in the growth of the institution and at the same time provides me the exposure and adequate to grow with a view to impart quality education.

EDUCATION QUALIFICATION:

- ❖ 10th Passed from CBSE Board in 2018.
- ❖ 12th Passed from CBSE Board in 2020.
- ❖ B.A Passed from Delhi University in 2023.
- ❖ Pursuing M.A from IGNOU.

TECHNICAL QULIFICATION:

- ❖ Tally Erp 9
- ❖ Knowledge of basic computers.

WORKING EXPERIENCE:

- ❖ Six months Experience of Computer Operator in Urmil Jewllers.
- ❖ One year Experience in Goel's Multispeciality Dental Clinic & Implant Center as a Front Desk Executive.

- ❖ Currently Working In Gupta's Dental Clinic & Implant Centre As Front Desk Executive Since One Year.

STRENGTHS:

- ❖ Self – Confident Punctual, Positive attitude and always ready to face challenges.

PERSONAL INFORMATION:

- ❖ Father's Name :- Mr. Ajay Sharma
- ❖ Date of birth :- 06-Aug-2002
- ❖ Sex :- Female
- ❖ Marital Status :- Un-Married
- ❖ Languages Known :- English & Hindi
- ❖ Nationality :- Indian

DATE:

PLACE:

(AARJU)