RESUME

**Name : Shital Shaw**

Contact : 91-94335 30349

Email : shitalshaw4u@gmail.com

**Career Objectives**

To build a career in a growing organisation, where I can get the opportunities to enhance my potential by accepting various challenges.

**Educational Qualifications:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **School/Institution** | **Board/Examination** |  **Year** |
| X | Salkia Vikram Vidyalaya | WBSEB | 2016 |
| XII | Salkia Vikram Vidyalaya | WBHSEB | 2018 |
| B.Com | Savitri Girls College | [University of Calcutta](https://en.wikipedia.org/wiki/University_of_Calcutta). | 2018-21 |

**Experience :-**

* Fresher

**Technical Skills :-**

* Basic Knowledge of computer
* MS Office – Word, Excel, Power Point
* Internet & E-mail operations.

**Personal Strength :-**

* Positive attitude
* Progressive
* Positive attitude
* Punctuality
* Sincerity
* Hard working
* Good Communication skills.

**Personal Details :-**

Name : Shital Shaw

Date of Birth : 16th Dec 2020

Father’s name : Vikram Shaw

Address : 53, Sanatan Mistry Lane Salkia, Howrah -711106

Nationality : Indian

Known language : Hindi, English & Bengali

Sex : Female

Marital Status : Unmarried

**Declaration**

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

Date:

Place: Kolkata (signature)