**Rupa Mathur**

rupamathur85@gmail.com

6200749743



**CAREER OBJECTIVE**

To work in high-grown organization with a competitive and challenging environment that creates an ideal condition for delivering high quality services.



**SKILLS**

**Creative.**

**Adaptable.**

**Communication skills.**

**Organized.**

**Computer Knowledge.**



**EXPERIENCE**

**Fresher.**



**EDUCATION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Degree/Course | Institute/ |  | University/ |  | Percentage/ |  | Year of Passing |  |
| College |  | Board |  | CGPA |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Matriculation | S.M.P.D. Girls |  | BSEB, Patna |  | 75.6 % |  | 2015 |  |
| High School |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Intermediate | Ayodhya Prasad |  | BSEB, Patna |  | 60.6 % |  | 2017 |  |
| Mahila College |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Graduation (BCA) | Nalanda College |  | Magadh |  | 75.5 % |  | 2020 |  |
|  | University |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |



**ACHIEVEMENTS**

**Extra Computer Course**

**from KYP(Kaushal Yuva**

**Program)**



**AREAS OF INTERESTS**

Oﬃce work.

To deal with people.

Working in challenging environment.



**HOBBIES**

Cooking, playings games, playing badminton, reading books and comics etc.

|  |  |
| --- | --- |
|  | **PERSONAL DETAILS** |
|  |  |
| Address | Laheri Mohalla |
|  | Bihar Sharif, Bihar, 803101 |
| Date of Birth | 23/02/2000 |
| Gender | Female |
| Nationality | Indian |
| Marital Status | Single |
| Languages Known | Hindi. |
|  | English. |



**DECLARATION**

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.



Rupa Mathur