

# PRIYANKA

## Profile: Backend, Office Assistant

**Objective:** Seeking a challenging position in an esteemed organization where I can improve my knowledge and be a part of the team that dynamically works and the growth and development of the organization.

### Academic Details

Examination	Board/University	Subjects	Year of Passing	Percentage
Graduation B.A.(Vocational)	University Of Delhi	Office Management & Secretarial Practice	2016	59.60%
10 <sup>th</sup> +2	C.B.S.E	English, Business studies, Typography &CA ENG, Shorthand ENG and Office PROC. & PRAC.	2012	75.25%
10 <sup>th</sup> Pass	Rajasthan Board	Hindi, English, Math, Social Science, Science and Sanskrit	2009	53%

### Extra-Curricular Profile

#### Computer Knowledge:

- Operation systems : Windows XP professional
- Packages known : MS-office & internet

#### Key Skill:

- Typing (35 WPM)
- Shorthand (80 WPM)
- Create Invoice / Billing
- Paper Work
- Printing/Photocopy/Scan
- All type of Filling System
- Mailing
- Data Entry
- Record Keeping
- Client Dealing
- Internet Savvy
- MS Office
- Report Creating

## Work Experience

- 6 Months Experience in **meraGSK Business Solutions Pvt Ltd.** as an (Backend) profile.
- 4 Months Experience in **Ishanvi it E-commerce Pvt. Ltd.** as an (Data Entry) profile.

## Personal Details

Date of Birth : 13-Jan-1993

Nationality : **Indian**

Mother Tongue : **Hindi**

Other Languages : **English**

Current Address : D -3/72 Nand, Nagri North-East Shahdara  
Delhi - 110093

Permanent Address : D-3/72 Nand, Nagri North-East Shahdara  
Delhi - 110093

## **DECLARATION**

I hereby declare that all details furnished are true to the best of my knowledge. I am aware that the company can use this data for verification purposes and any material inconsistency identified would have a bearing on my employment, based upon company policies.

**Date :**

**Signature**

Place :

**(PRIYANKA)**