**RASHMI BHANDARI**

**E-mail**– assiom29bhandari@gmail.com

**ADDRESS** *–* RZ-F 2/122 Street No 5 Mahavir Enclave Delhi -110045

**CONTACT NO.-** +919667269901

**OBJECTIVE**

To work in an environment where my skills would help to achieve the goals and to promote the success of the organization. To have a challenging position in the organization, with opportunity for increasing levels of responsibility

**WORK ABILITIES**

* Good reading and writing **skills**.
* Competent keyboard **skills**.
* Good communication.
* An **ability** to **work** individually and as part of a team.
* The **ability** to concentrate for long periods of time.
* Attention to detail.

**ACADEMIC QUALIFICATIONS**

* 10th from CBSE Board in year 2008
* 12th from CBSE Board in year 2010
* B.Com(H) from Delhi University in year 2013
* PGDM from IMT in year 2019

**WORKING EXPERIENCE**

* I have been working in**Army College of Medical Sciences from December 16, 2015 till date**as a **Lower Division Clerk.**

**TECHNICAL SKILLS**

* Office Suite (Microsoft Word)
* Presentation Software (PowerPoint)
* Spreadsheets (Excel)
* SQL

**STRENGTH**

* Energetic
* Hard Working
* Flexible
* Dedicated
* Good Communication & Presentation skill

**PERSONAL DETAILS**

Name : Rashmi Bhandari

Father’s Name : Mr. Prithvi Singh Bhandari

Nationality : Indian

Gender : Female

Marital status : Single

Date of Birth : 29-12-1991

Languages Known : Hindi and English

Hobbies : Listening to music & Writing

**WHY AM I A PERFECT CANDIDATE?**

I am an ardent learner and possess a positive attitude towards work. I know how to overcome my weaknesses. I will prove to be an asset for the organization.

**DECLARATION**

The above mentioned information is genuine and true to the best of my knowledge.

Place: New Delhi

(RASHMI BHANDARI)