**CURRICULUM-VITAE**

**REENA                   53/A, RZT-U BLOCK, Contact: 8750745157       NihalVihar, Nangloi**

**E-mail: reenasingh672@gmail.com                                         New Delhi-110041**

**Career Objective:** To develop and enhance my technical as well as professional skills along with the attainment of sufficient practical knowledge and an adequate growth of organization which is beneficial for me as well as for the organization.

**Work Experience (TOTAL 1.5 YEAR)**

**A V Techno Soft India Pvt. Ltd                           New Delhi**

***Sales Coordinator*                                                 October 2018 to May 2020**

**A V Techno Soft India Pvt. Ltd.**is leading Biometric Machine & Product.

**JOB DESCRIPTION:**

* Co-ordinate with team for technical support.
* Handling software of Biometric devices
* Online software installation
* Solving customer query on online
* Prepare Daily, weekly & monthly MIS reports

***Professional Qualification:*** Passed from Bachelor of Technology from Seth VishambharNath Institute Of Technology and Engineering College.

**Academic Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institute** | **University/Board** | **Qualification** | **Yearof Passing** | **%** |
| Seth Vishambhera Nath Institute Of Technology and Eng.Colleges, Barabanki. | Uttar Pradesh Technical University | Bachelor of Technology  (Computer Science) | 2015 | 72 |
| C.C.S. Inter Collage U.P. | UP Board | 12th | 2011 | 81 |
| G.G.S.S. School Najafgarh No. 2 | CBSE Board | 10th | 2009 | 63 |

**Technical Skills/Qualification:**

* Sound knowledge of MS EXCEL
* Working knowledge of Smart office, Real time and Time watch software.
* Knowledge of Team viewer & Any desk
* .Knowledge of MS Office & Google Sheet
* Internet Suffering

**Vocational Training/Seminars or Workshops attended:**

* Done a 6 months training in Java from CMC Pvt. Ltd. Lucknow
* Done a 6 weeks training in Android from Expert Infotech Delhi

**Projects Undertaken:**

* A summer training project on Android (Delhi Tour).
* A major Project Messenger in Android.
* 2 & half years’ experience in an Organization.

**Personal Details**

Husband’s Name : Mr. Suraj

Nationality : Indian

Gender : Female

Marital Status : Married

**Hobbies:**

* Watching Movies
* Reading Books

**Strengths:**

* Positive Attitude,
* Good Communication Skill,
* Team Work Skill
* Effective Time Management

**DECLARATION:-**

I do here by confirm that the information given in the form is true to do the best of my knowledge and belief.

**Place:** Delhi **Signature: (REENA)**