

# Curriculum Vitae

## *Panchwati*

Email ID: [neha.panchwati@gmail.com](mailto:neha.panchwati@gmail.com)

Apply for: Tender Executive/computer operator

Mobile No. 8968295973

Aadhaar No. 996006682325

## Objective:

To aim at constant up-grading both professionally as well as personally in career path with emphasis on honesty & sincerity to work

## Education Qualification:

- 2014: 10th from HBSC.
- 2016: 12th from HBSC.
- 2017: Diploma in Computer Operator Programming Assistant. (NCVT).
- 2018: Diploma in Geo-Informatics Assistant. (SCVT).
- 2019: B.A appearing from UP Board.

## Computer Skills:

- Windows operating System.
- MS-Office.
- Internet.
- Operating QGIS, Arc-GIS Software.
- Video editing, brochure making.

## Experience:

1. **Three Months Internship** Project work at Front office-HARSAC DST Bays 35-38Sector- 2 Panchkula on Water Analysis, Assets and Index Mapping in Sector- 12/A. Panchkula.
2. **Two years- Experience** at Front office AdvanceTech India Pvt. Ltd. As a Tender Executive (Online upload tender different types of site/ Offline sealed tender / supporting tender, Call coordinate, system operate by Any Disk, Team viewer.
3. Current working at front office Coretecgra Technologies Pvt. Ltd. As IT Executive (UTIITSL, CSC-WIFI-Chouple site operate , CAF upload, NMS (BBNL) Check, Online upload tender different types of site/ Offline sealed tender / supporting tender, Call coordinate, system operate by Any Disk, Team viewer.

**Personal Information:**

- Father's Name: Mr. Ashok Kumar.
- Mother's Name: Mrs. Ram Dulari.
- Date Of Birth : 10 February 1998.
- Gender : Female.
- Marital status : unmarried.
- Nationality : Indian.

**Languages Known:**

- English.
- Hindi.

**Strength:**

- Punctuality.
- Sincerity.
- Honesty & Determination.
- Confidence & Ability to achieve goal in Job assigned.

**Hobbies:**

- Reading.
- Listing music.
- Traveling.
- Cooking.

**Address:**

# 157 Sector - 12/A Panchkula (HR.)-134113

**Declaration:**

I hereby declare that above from information given by me is true and correct to the best of My knowledge and belief. There is nothing false or concealed there.

Date.....

Signature