

CURRICULUM VITAE

Neelam

Address:- C-86, Rohini Sec-1, Avantika, New Delhi
New Delhi -110085
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Objective:-

To work in a challenging environment that builds up confidence and invokes my creativity to utilize the best of my abilities and also to gain leadership qualities in order to contribute my best efforts towards growth and welfare of the organization.

Key Skills:-

- ✓ Typing skills
- ✓ Social confidence
- ✓ Communication skills
- ✓ Personality development
- ✓ Interpersonal skills
- ✓ Computer skills
- ✓ Understanding world of work

Educational Background:

Course	University /Board	year	School/college	Percentage
Graduation	Delhi university	2016	SOL	-
12 th	Mangolpuri, Delhi	2012	S.V.CO.ED.SEC SCHOOL	77%
10 th	Mangolpuri, delhi	2010	S.V.CO.ED.SEC SCHOOL	85%

Strengths:

- ✓ Quick learner.
- ✓ Good Analytical skills.
- ✓ Logical skills.
- ✓ Initiator and passionate about working.
- ✓ Good grasping ability hard work

Experience:-

- 6 Years experience as Office Management (Accounts, Service Provider, and HR Manager) in **SARAS EQUIPMENTS**.
- 1.5 years experience as a Teacher in Public School.
- 6 Months experience as a tale caller in call Centre.

Professional Skills:-

- **Basic Knowledge:** - Microsoft word, Power Point, Excel, Internet, etc.

Hobbies

Listening music

Self Details:-

Name	:	Neelam
Date of Birth	:	01 April 1995
Father's Name	:	Pramod Kumar
Mother's Name	:	Pushplata
Address	:	C-86, Rohini Sec-1, Avantika, New Delhi-110085
Contact no.	:	8750455649

Declaration:-

Hereby all the information given above is true in my knowledge.

Date :-

Place: - Delhi

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