

CURRICULUM VITAE

Laxmi Bisht

West Vinod Nagar,

New Delhi :- 110092 .

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Email ID – laxmibisht622@gmail.com

CAREER OBJECTIVE

To have more opportunities to show my capabilities and adopt challenging career in diversified fields by accepting challenges taking initiative and progress in life.

ACADEMIC QUALIFICATION

- 2017: Passed Graduation (B.A) Delhi University.
- 2014: Passed Intermediate from N.I.O.S Board Delhi.
- 2012: Passed High School from C.B.S.E. Board from Delhi.

WORK EXPERIENCE

- 2 Year Experience in **Office Coordinator** in Pantaloons Fashion & Retail Limited.

STRENGTHS

- Initiative with positive attitude to achieve success.
- Energetic enthusiastic, self-motivated & willing to assume increased responsibilities.
- Co-ordination & team spirit at work.
- Quick learner & goal oriented with problem solving & decision-making

COMPUTER KNOWLEDGE

- Good knowledge of MS office (Excel, Word, Power Point)
- I have knowledge Internet buffering (outlook, E-mail, Internet).

PERSONAL DETAILS

Husband's Name : Mr Pratap Singh
Date of Birth : 3 September 1996
Languages known : English & Hindi
Hobbies : Interacting with people, Observing people
Marital Status : Married

DECLARATION:-

I hereby declare that the above information furnished by me is true to the best of my Knowledge & belief.

Date:

Place: New Delhi

(Laxmi Bisht)