**CURRICULUM- VITAE**

**Manasvi**

**Contact No. 8929233544**

**Email-**manasvi.1311@gmail.com

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STATEMENT OF PURPOSE**

Seeking a job which provide me a great knowledge and make me a valuable asset to the organization.

## ACADEMIC QUALIFICATION

* High school passed from CBSE Board.
* Intermediate passed from CBSE Board.
* B.A. (Pol. Sci. Hons) Passed from Delhi University.
* M.A. (Pol. Sci. Hons) pursuing from IGNOU.

**PROFESSIONAL QUALIFICATIONS**

* 1 year Diploma in Software Engineering from Sarvodaya Computer & Management Institute.
* Pursuing O Level from NEILT.

**EXPERIENCE**

* 1.5 Year Experience as Admin Assistant At Mega Fire Rescue Delhi.
* 6 Month experience as Office Assistant At Bharat Broadband Network Limited, Delhi (BBNL, Ministry of communication & IT).

## SPECIFIC STRENGTHS

* A Team player - work in harmony with staff, administration, students and family members to ensure high quality attention consistent with organizational standard.
* Effective troubleshooting and problem solving skills in high pressure environment.

## PERSONAL DETAILS

* Name : Manasvi
* Father’s Name : Sh. Satbir Singh
* Mother’s Name : Smt. Nisha
* Date of Birth: 13.11.1998
* Gender : Female
* Nationality : Indian
* Religion : Hindu
* Marital Status: Single
* Language Known: English, Hindi
* Permanent Address: C 1260 LIG DDA Flats East , Loni Road

Shahdara Delhi – 110093

•

## DECLARATION

• I solemnly declare that the particulars given above by me are correct to the best of knowledge and belief.

Date:

Place: **Delhi**

**(Manasvi)**