**CURRICULUM VITAE**

**AYUSHI**

# H.NO.79/2

Gandhi Nagar

Karnal -132001(Haryana) Mob. +91-9821552852

Email-Ayushikhuswaha1997@gmail.com

**CAREER OBJECTIVE**

My career objective is to work sincerely building & symbolic relationship with your organization, where my efforts will be complemented by career growth and higher degree of responsibility and to prove myself valuable assets.

I am willing to relocate anywhere in the following fields.

Computer related profession Customer service operations Logistics & Materials management General services Administration

# **ACADEMIC QUALIFICATION**

**BACHELOR OF COMMERCE B.Com**

**B.com** from GOVT DEGREE COLLEGE, NOIDA Approved by **CH. CHARAN SINGH UNIVERSITY** (Meerut)

10th Allahabad Board of School Education

12th Allahabad Board of School Education

# **PROFESSIONAL QUALIFICATION**

Knowledge of Computer Knowledge of Ms Office

Operating: windows XP, Windows7

# **WORKING EXPERIENCE**

Currently Working In Karnal Motors Pvt Ltd.

# **PROFESSIONAL BACKGROUND**

 Present Date: Work as Back Office Executive in Karnal Motors Pvt Ltd. With the followings responsibilities.

 Provide Quality backup data at the end of the each day. Responsible for collecting

 Data and Operating system:

 **SKILLS OPERATING SYSTEM**

 Review & Verify the Entries

 Scan & Print Documents

 Knowledge of Internet browsing

# **STRENGTH**

Highly Adaptive and smart working Good Communication Skills Honest and self motivated

Having positive attitude towards work

# **PERSONAL DETAILS**

Fathers Name : Shri Ram

Date of Birth : 5th.Nov.1997

Gender : Female Marital Status : Married

Language : Hindi English Nationality : Indian

Date: ………………….

Place: Karnal

(Signature)