

CURRICULUM VITAE

PALLAVI GUPTA

CONTACT

📍 RAMESH SINGH SEHRAWAT
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CARRER OBJECTIVE

- To work a professionally managed organization that will give me an opportunity for personal as well as organization's growth.
- Efficiently able to resolving customer issues and possess a positive attitude. Aiming to use my skills to fill the Intern role in your company effectively.

ACADEMIC QUALIFICATIONS

- Pursuing Masters in Public Administration from IGNOU University, Delhi.
- Completed B.A. Programme from Moti Lal Nehru College, Delhi University.
- 12th passed from Army Public School, Dhaula Kuan, New Delhi (C.B.S.E).
- 10th passed from Army Public School, Dhaula Kuan, New Delhi (C.B.S.E).

WORK EXPERIENCE

- Worked as Office Administrator at Avishkaar Institute for 2 years and 5 months.

SKILLS

- Basic Knowledge of Computer.
- Excellent Communication Skills
- Adaptability
- Strong work ethics
- Collaboration

PERSONAL DETAILS

Father's Name : Mr. Akhileshwar Prasad
Date of Birth : 5th July 1998
Nationality : Indian
Languages : Hindi, English and Bhojpuri
Gender : Female
Marital Status : Unmarried

EXTRACURRICULAR ACTIVITIES

- "A-Certificate " in NCC.
- Captain in NCC.
- Played Throw Ball for School team.

DECLARATION

I do hereby clear that the above information given by me is true and I am solely responsible for its accuracy.

Date.....

Place.....

(PALLAVI GUPTA)