

## **RESUME**

### **POONAM TIWARI**

Mob no. : - 8368852003

Email: - iampoonamtiwari1@gmail.com

### **CAREER OBJECTIVE:-**

Positions that will be utilize my educational and professional skills and offer advance opportunities to develop my skills.

### **EDUCATIONAL QUALIFICATION:-**

- Post Graduate M.A from IGNOU University
- Graduate B.A Program from Delhi University.
- 12<sup>th</sup> passed from C.B.S.E Board.
- 10<sup>th</sup> passed from C.B.S.E Board.

### **WORK EXPERIENCE:-**

- Worked in Delhi Test House as Computer operator/ Data Entry Operator
- Worked in Navrattan Enterprises as a Data Entry Operator (Data Entry and Documentation)
- Worked in Bagga Link Bajaj as a Receptionist and Data entry Operator

### **TECHNICAL QUALIFICATION:-**

- Computer Operator & Programming Assistant
- Data Entry
- Receptionist

### **HOBBIES:-**

- Reading (Books and Newspaper)
- Surfing on Internet

### **PERSONAL DETAILS:-**

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|-------------------|---|--|
| • Date of Birth   | : | 2/April/1994   |
| • Husband's Name  | : | Mr. Deepak Tiwari  |
| • Nationality     | : | Indian   |
| • Religion        | : | Hindu  |
| • Languages Known | : | Hindi & English  |
| • Address         | : | D- 1283 Second Floor Sant Ravidas Nagar<br>(Near Jahangir Puri) New Delhi-110033 |

### **DECLARATION:-**

I hereby declare that all the above information is true and correct to the best of my knowledge and belief.

Date: -

Place: - Delhi

**POONAM TIWARI**

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