

Divya Jaiswal
Email : divya.j1410@gmail.com
Phone no. : +917089951664
Address : 63-C Sainath Colony, Indore (M.P.)

Objective:

To pursue a career in a progressive environment where learning, innovation and creativity are encouraged, where my skills and knowledge can be enhanced to their maximum potential to contribute to the overall success and growth of the institution.

Education qualifications:

Examination / Degree	Board/ University	Name of Institute	Year of Passing	Percentage/ CGPA
B.Sc	Vikram University	B.S.N. Shajapur	2018	57%
C.P.C.T.	C.P.C.T.	-	2017	Qualified in all Sections
Hindi Stenographer & Secretarial Assistant	N.C.V.T	Govt. ITI College, Shajapur	2016	95%
12 th (PCM + Computer Science)	CBSE BOARD	Kendriya Vidhyalaya Shajapur	2014	87.2%
10 th	CBSE BOARD	Kendriya Vidhyalaya Shajapur	2012	9.4 CGPA

Typing Speed as per C.P.C.T score card-
English: 36 NWPM, Hindi: 35 NWPM

Computer Knowledge:

1. Microsoft office
2. Internet

Experience:

- Kautilya Education Academy, Shajapur
- Chanakya Institute, Indore
- Tagore Public School, Indore

Strength:

- Eager to know new things and a quick learner
- Hard working and positive attitude towards life

Personal Particulars:

Name: Divya Jaiswal
Father's Name: Kishanlal Jaiswal
Mother's Name: Shalu Jaiswal
Date of Birth: 14 Oct 1996
Postal Address: 63-c Sainath Colony, Indore (M.P)
Pin code: 452018
Mob no.: 7089951664
Email id: divya.j1410@gmail.com
Language Known: English, Hindi

References:

- Mr. M.K. Rai (Principal)
Kendriya Vidhyalaya, Shajapur (M.P.) Mob. No.: +91 9752159035
- Mr. S.N. Upadhyay (Principal)
Govt. ITI, Shajapur (M.P.) Mob. No.: +91 9754986844
- Mr. Thomas John (Principal)
Kautilya Education Academy, Shajapur (M.P.) Mob. No.: +91 9926505781

Declaration:

All information given above is true to the best of my knowledge.

Date: 04/06/2019

(Divya Jaiswal)