

RESUME

PAYAL NAGAR

D.O.B.: 16-May-2000
Nationality: Indian
Location: Dewas (M.P.), India
Gender: Female
Marital Status: Unmarried
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OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SUMMARY

- ✓ Strong content Typing knowledge.
- ✓ MS Office, Mathtype, Photoshop, Corel Draw.
- ✓ Hindi, English, Math Typing Good Speed.
- ✓ Data Entry Operator.
- ✓ PPT Creator
- ✓ Skilled in internet application
- ✓ Good working relationship
- ✓ In-depth knowledge of Computer.

PROFESSIONAL EXPERIENCE

Organization: Sardana Public School Dewas

Designation: Computer Operator.

Sep. 2018 to continue

Responsibilities:

- Responsible for arranging workshops.
- Responsible to managing seminars.
- Responsible for providing training to juniors.
- Also, handling other tasks related to the job profile.

Achievements:

- Certified in "NSS (National Service Scheme) 2010" in Dewas.
- Certified for "MARATHON 2015" on 25th January 2015 in Dewas.

Education

- High School 10th Passed from M.P. Board Bhopal.
- Higher Secondary 12th Arts Passed from M.P. Board Bhopal.
- B.A. Completed From KP College (Dewas) Vikram University Ujjain.
- M.A Running from Vikram University Ujjain
- CPCT

ADDITIONAL INFORMATION

Skills:

- Strong analytical and critical thinking skills.
- Consistent, well-organized and cautious.
- Ability to work hard and learner fast.
- Ability to co-operate and work with a team.

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