

CURRICULUM VITAE

Payal Nagar

Add: Jawahar Nagar, Dewas

Contact No.:- 7697064346

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OBJECTIVE :-

To Be a Successful professional in a Globally Respected Company and to achieve the objectives of the company with Honesty and Fairness and to Continuously Upgrade My Knowledge and Skills.

ACADEMIC QUALIFICATION :-

DEGREE	DISCIPLINE SPECIALIZATION	NAME OF INSTITUTE	UNIVERSITY/ BOARD	PERCENTAGE	YEAR OF PASSING
10th	ALL SUBJECTS...	High School	Board of Secondary Education Bhopal	60%	2015
12 th	Arts	Excellence School, Dewas	Board of Secondary Education Bhopal	68%	2017
B.A.	PLANE	K.P. College, Dewas	Vikram University, Ujjain	59%	2021
M.A.	Political Science	K.P. College, Dewas	Vikram University, Ujjain		

COMPUTER PROFICIENCY :-

Typing Speed – English (35-40 WPM)
Hindi (25-30 WPM)

Knowledge of MS-office, Windows XP, Windows 7, Windows 8, Windows 10,

Windows 11, Excel, Basic Photoshop, Tally, Corel Draw

WORKING EXPERIENCE :-

Details: Computer Operator
Firm: Sardana International School
Duration: 4 Years

Comprehensive problem solving and self – learning abilities. Abilities to deal with people diplomatically, Competence to work in a team, adaptive in nature, Willingness to learn, team facilitator.

PERSONAL DETAILS :-

Father's Name : Payal Nagar
Marital Status : Unmarried
Date of Birth : 16/05/2000
Sex : Female
Languages Known : Hindi & English
Nationality : Indian
Present Address : Jawahar Nagar, Dewas

INTERESTS/HOBBIES :-

Learning New Skills, Reading Books & News-paper, Listening Music, Playing cricket, etc.

DECLARATION :-

I hereby declare that the above particulars are true to best of the best of my knowledge and belief.

Date :-

Payal Nagar