

# RESUME



**SURBHI JAIN.**

**BCA(computer)**

Govt. Autonomous Girls PG College Of Excellence Sagar (M.P)

Current Location: AHMEDABAD | 2016 Pass out

## EDUCATIONAL DETAILS

QUALIFICATION	BOARD / UNIVERSITY	INSTITUTE /SCHOOL/ COLLEGE	PASS OUT YEAR	%
BCA	Dr. Hari Singh GourUniversity Sagar	Govt. Autonomous Girls PG College Of Excellence Sagar (M.P)	2016	70.98
INTERMEDIATE	MP BOARD	Govt. excellence higher secondary school Patharia DISTT – Damoh (M.P.)	2013	86.5
HIGH SCHOOL	MP BOARD	Saraswati Shishu Mandir Patharia DISTT – Damoh (M.P.)	2011	89.5

## IT PROFICIENCY

- Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point
- Internet Browsing

## ACHIEVEMENTS

- Actively participated in various cultural activities for inter school.

## INTERPERSONAL SKILLS

- Ability to rapidly build relationship and set up trust.
- Confident and determined.
- Ability to cope up with different situations.

## PERSONAL DETAILS

- Father's Name : Sumat Kumar Jain
- Permanent Address : House no. 133 , Near railway gate , ward no. 1  
Patharia DISTT - Damoh (M.P.)
- Pin code : 470666
- Date Of Birth : 25 April 1996
- Languages : Hindi & English
- Relationship : Single
- Nationality : Indian
- Interest : Internet browsing, badminton and reading book
- Contact : 9753109842/8319894546
- E-mail : [surbhijain2596@gmail.com](mailto:surbhijain2596@gmail.com)  
Jainism.25surbhi@gmail.com

## WORKING EXPERIENCE

- ORGANIZATION NAME : MAHENDRA EDUCATIONAL PVT LTD
- START WORKING TIME : 25 JULY 2017
- LAST DATE OF WORKING : STILL WORKING
- EXPERIENCE : 2 YEAR 2 MONTH

➤ DESIGNATION : GS FACULTY ( HIS + POL) ADDITIONAL (GEO+STATIC GK )  
➤ CITY : AHMEDABAD (MP)

## DECLARATION

**I do hereby declare that the above information is true to the best of my knowledge.**

**Date : 8 OCT 2019**

**Signature : SURBHI JAIN**



