**CURRICULAM VITAE**

**ANKITA JAIN** Mob no.: 8770065839, 8871403518 Email id.: Jain67772@gmail.com House no. H-480 Hem niwas east block Adharshila Bhopal (M.P.)

**OBJECTIVE**: - - To gain employment with an organization that offers positive atmosphere to learn new technologies and to implement them for growth and betterment of the organization. **WORK EXPERIENCE: -**  **-** Fresher

**EDUCATION QUALIFICATION: -**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course**  | **Institute/university**  | **Year of passing**  | **Division obtains**  |
| **B.S.C** | **MCBU Chhatarpur** | **2019** | **2nd** |
| **INTERMEDIATE**  | **M.P BOARD**  | **2016**  | **2nd** |
| **HIGH SCHOOL**  | **M.P BOARD**  | **2014**  | **1st** |

**COMPUTER PROFECIENCY: -** - Basic knowledge of MS word - MS PowerPoint, MS excel - Working with Windows XP, 7, 8, 10. - Diploma in DCA

**ACADEMIC ACHIEVEMENT: -**

* 2nd Runner-up in athlete (state level).
* Runner-up in Kathak competition.

**PERSONAL STRENGTH: -**

* Punctual
* Ability to work in team
* Positive attitude
* Hardworking

**PERSONAL DETAIL: -**

- NAME: - Ankita Jain

- FATHER’S NAME: - Late Shri Hemchand Jain

- MOTHER’S NAME: - Mrs. Sunita Jain

- D.O.B: - 01-06-1998

- Sex: - Female

- MARRITAL STATUS: - Single

- NATIONALITY: - Indian

- LANGUAGE KNOWN: - English, Hindi.

**DECLARATION**: -

I do here by declare that all the information given above is true to the of my knowledge and belief.

Date – (Ankita Jain)