

## ***CURRICULUM-VITAE***

**BHAVANA SINGH**

**Current Address:**

28/59 Ratan Pura  
Ring Road, AGRA

**E-Mail:**

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**Phone no.**

9897216906

• **Personal Details**

- Date of Birth: 06/08/1987
- Father Name: Kanhaiya Lal
- Sex: female
- Nationality: Indian
- Marital Status: Single

• **Languages Known**

***Objective***

I want to serve that organization where I can prove my skills and can contribute to the growth of the organization

***Academic qualifications***

- B.Sc. from Agra University in 2009 with sec Div.
- Intermediate from U.P. Board, in 2006 with sec div.
- High School from U.P. Board, in 2004 with second div.

***Computer proficiency***

- Familiar with internet
- 1 year diploma in Computer Application.

***Job Experience***

- 6 Months Experience in Softex institute learning center of Sikkim Manipal university as a academy counsellor and computer operator.
- 4 Months Experience in Digital Software solutions Pvt. Ltd. As a Administration.
- 1year Experience in Career World Institute as a Branche Incharge and HR management

- ENGLISH
- HINDI

### ***Key Skills***

- Confident
- Good communication skill

### ***Strength***

- Leadership qualities with good interpersonal skill
- Smart and result oriented approach.
- Positive attitude

### ***Hobbies***

- Interacting with new people
- Listening music

### ***Declaration***

I hereby declare that the information given by me is true and I will be responsible for any fault

**Date:** .....

**Place:** .....

(BHAVANA SINGH)

