**CURRICULUM VITAE**

**DIVYA JAISWAL**

VILLAGE NARWAR POST CHATWAI DIS. SHAHDOL (M.P)

Jaiswaldivya100@gmail.com

+91 9131275682

**Carreer Objective:-**

To baton position in a success – oriented organization that seeks an ambitious in career conscious person, where my acquired skill will be utilized toword continued growth and advancement both professionally and personally.

**SNAPSHOT:-**

* A qualified Higher Secondary School, innovative and sincere.
* Quick learner with strong organization and execution capabilities.
* Efficiently prioritize & complete multiple tasks within given schedule.
* A strong player and can easily adjust to kind of environment.

**Academic & Professional Qualification:-**

* Higher Secondary School Examination from M.P. Board, Bhopal with 59%
* Matriculations from M.P. Board, Bhopal with 61%

**Technical Skills:-**

* Familiar with various Microsoft Software’s. Such as Microsoft Windows 98, Xp, Vista, Windows 7, 8,10, Microsoft Office Packages 2003, 2007 ,2008 ,2010 internet ,Hindi and English typing.
* Can operate Internet as well as various Internet Tools, networking,.

Extra Curriculum Activities:-

* Hard Working Punctual and Honest.

**Personal Profile:-**

Father’s Name : Mr .keshav jaiswal

Mother’s Name : Ms. Meena jaiswal

Date of Birth : 02.02. 2003

Gender : female

Marital Status : Unmarried

Strength : Positive attitude and self confidence

Language Known : Hindi.

**Hobbies**

* Learning and viewing unusual facts.
* Watching horror movies.
* Listening Music
* Interacting with people
* Travelling

**Declaration**

* I hereby declare that the information furnished above is true to the best of my knowledge if you find my resume to your expectations. I would surely expect a position for myself in your organization.
* Place : Madhya Pradesh Signature
* Date : 29 / 06 /20 **DIVYA JAISWAL**