**CURRICULUM VITAE**

**Archna Singh Rajput**

**Dis. shahdol (mp)**)

Rajputarchna61@gmail.com

8109809399

**Career 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 68.8%
* Matriculations from M.P. Board, Bhopal with 64.2%

**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.Asharam singh rajput

Mother’s Name : Ms. Krishna bai

Date of Birth : 26/02/2003

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

Dancing

**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 : 22/ 06 /2022 **Archna singh**