

Resume

Sakshee Gupta D/O Krishan Mohan Gupta

Basari Gate, Nurani Majid ke pass

Mob No. – 8839062925, 7024902327

E-Mail – saksheeg98@gmail.com

Personal Data

Date of Birth	:	28-10-2000
Father Name	:	Mr. Krishna Mohan Gupta
Mother Name	:	Mrs. Ragini Gupta
Religion	:	Hindu
Parent's Address	:	Basari Gate, Nurani Majid ke pass

Education Qualification

10 th passing Percentage	:	85%
12 th passing Percentage	:	91.4%
DAY-NULM Computer course Percentage :		65%
Graduation passing Percentage	:	70%

Experience

- ❖ 01 Year Experience of Account open, Transfer Amount and basic Knowledge in Bank of india Kiosk.
 - ❖ Experience of filling school admission form and exam form.
-

Skill and Interest

- ❖ Computer Literacy proficient at MS Excel, MS Word, Ms Power point Internet, E-Mail and also Hindi and English Typing
 - ❖ Good for Tally work.
 - ❖ Good in oral and written Communication.
-

Declaration

- ❖ I hereby declare that the details and information given above are complete and true to the best of my knowledge
- ❖ I hereby declare that all the information furnished above is true to the best of my belief