**RESUME**

**PALLAVI YADAV**  **EMAIL ID** :- Pallaviyadav3639@gmail.com

H.No 42 Ward No 04 Murethi Post Office Siltara

Raipur (C.G) Pin Code 493111 **CONTACT NO :-6232883639**

H.No 42 Ward No 04 Murethi Post Office Siltara

Raipur (C.G) Pin Code 493111

**Career Objective :-**Seeking New Challenge Looking To Join A Progressives Organization That Has Been Need And Offer Opportunities For Advancement .Seeking A Position Where I Can Serve With My All Most Capabilities And Where I Can Give Full Can Play To My Creativity To Excel Within And To Grow With Institute .

**Academic Qualification :-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No**  | **Examination**  | **Board /University**  | **Year**  | **Division**  |
| 1 | 10th | C.G.B.S.C. | 2014-15 | 2ND |
| 2 | 12TH | C.G.B.S.C. | 2016-17 | 2ND |
| 3 | B.A FINAL YEAR  | P.RAVI SHANKAR SHUKLA UNIVERSITY  | 2019-20 | 2ND |
| 4 | M .A PREVIOUS FINAL  | P.RAVI SHANKAR SHUKLA UNIVERSITY | RUNING  | 2022-23 |
| 5 | PGDCA  | C.V RAMAN UNIVERSITY  | RUNING  | 2022-23 |

**WORK EXPERIENCE :-**

* Worked As a Computer Operator For 2 Year Exp .Phafadih Chowk Raipur (C.G )
* Worked As aTellecolling For 6 Month Exp.
* Worked As a Computer Operator (Tally ) For 3 Year Exp. SiltaraShakra Raipur (C.G)

**KEY SKILLS :-**

* Smart Working Ability To Gat Along Well With People .
* Good Analytical Skill And Positive Attitude.

**COMPUTER PROFICINCY :-**

* Proficient In Shap , Marge , Ms Word ,Ms Excel, Ms Power Point, And Tally
* Good Working Knowledge Of Internet.

**PERSONAL PROFILE :-**

 Father’s Name : Mr. UttamKumar Yadav

 Mothers Name : Mrs. Prabha Yadav

 Date Of Birth : 25-08-1998

 Nationality : Indian

 Religion : Hindu

 Marital Status : Unmarried

 Languages : Hindi &English

 Permanent Address : H.No 42 Ward No 04 Murethi Post Office Siltara

 Raipur (C.G) Pin Code 493111

**DECLARTION :-**

 I Hereby declare that the above information true to the best of my knowledge and bilief .

DATE ………………………………

PLACE ……………………………..

 (PALLAVI YADAV )