Mrs Kavita Chawda,

1922, Prem Nagar, Madan Mahal,

JABALPUR 482001(M,P)

eMail ID : chawda.manish@gmail.com.

**OBJECTIVE:**

Seeking a position to utilize my skill and abilities in an organization that offers organizational as well as personal growth while being resourceful, innovative and flexible.

**EDUCATIONAL DETAILS:**

\*M.Com. 2007 from R.D.V.V. University, Jabalpur MP

\*B.Com.2005 from R.D.V.V. University, Jabalpur MP

\*HSC 2002 from St. Norbert Girls S.H.S, Jabalpur MP. Affiliated MP Board

\*SSC 2000 from St. Norbert Girls S.H.S, Jabalpur MP. Affiliated MP Board

\*PGDCA Diploma from MCNU

\*NTT at Indian Institute of Teachers Traiing, Jabalpur

**SKILL SET**

Basic knowledge of Computer MS Word, Excel, Powerpoint, Paint, Net

**EXPERIENCE**

\*As Office Assistant in the Zonal Co-ordinating Unit, Zone VII Office of Indian Council of Agriculture Research, JNKVV Campus, Jabalpur for 2 years

\*As Computer Operator in WIPRO Limited (Hydraulic Division, Dealer in tipping kit system) Jabalpur for 6 years

\*As Computer Operator in Commercial Automobiles for6 months.

\* As a teacher in St. Merry english medium school, Jabalpur for 2 years.

**Personal Information**

 Husband’s Name Mr.Manish Chawda

 Date of Birth 12th Jan, 1985

 Gender Female

 Marital Status Married

 Nationality Indian

 Hobbies Net Surfing, Listening Music, Watching Movies

 Strengths Hard work, Positive Attitude, Co-operative, Congenial

I hereby declare that the above details are true and correct to the best of my knowledge and belief.

Date :

Place : Jabalpur (KAVITA CHAWDA)