

# CURRICULUM VITAE

NAME – SARITA RANA

ADDRESS – SHAHID BHAGAT SINGH CHOWK , MAHARANA PRATAB UDHAYA KE PICHE ,  
SHYAM NAGAR , RAIPUR

CONTACT NO. – 6266753329

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## CAREER OBJECTIVE :

TO KEEP ADDING VALUE TO THE ORGANIZATION WHICH I REPRESENT AND SERVE TO MYSELF WHILE CONCURRENTLY UPGRADING MY SKILL AND KNOWLEDGE.

## EDUCATIONAL QUALIFICATION :

| Name of exam          | Board / University                               | YEAR    |
|-----------------------|--|---------|
| 10 <sup>th</sup>      | CBSC   | 2018-19 |
| 12 <sup>th</sup>      | CBSC   | 2020-21 |
| B.COM 1 <sup>st</sup> | Pt. Ravishankar Shukla University ,Raipur (C.G.) | 2021-22 |
| B.COM 2 <sup>nd</sup> | Pt. Ravishankar Shukla University ,Raipur (C.G.) | 2022-23 |
| TALLY+GST             | Institute of Computer Training                   | 2022    |
| IT HELP DESK          | AISECT (AM/NS) INDIA                             | 2023    |

## PERSONAL DETAILS :

NAME : SARITA RANA  
DATE OF BIRTH : 28-10-2002  
BLOOD GROUP : O+  
FATHER'S NAME : Mr. SHIV KUMAR BAHADUR  
MOTHER'S NAME : Mrs. MAYA RANA  
GENDER : FEMALE  
NATIONALTY : INDIAN

## SKILL :

- TIME PUNCTUAL
- HARD WORKING

## DECLARATION :

I HEREBY DECLARE THAT THE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF .

Place :

Date :

SARITA RANA