

SHWETA KALYANA

Dubai, UAE

Email: shweta.kalyana1998@gmail.com

Phone: +971551203422

WORK EXPERIENCE

EDUCATIONAL BACKGROUND

- **D.S.S.D Sr. Sec. School, Jalandhar City.**, Jalandhar, **12TH Passed** , 0, P.S.E.B
- **D.S.S.D Sr. Sec. School, Jalandhar City.**, Jalandhar, **Matriculation**, 0,

SKILLS

- **tally**
- **basic computer**
- **microsoft excel**
- **microsoft word • data entry ? microsoft powerpoint ? making qutation**

PERSONAL BACKGROUND

- **Birthday:** - 1998-02-09