

CURRICULUM VITAE



SUMAN RANI

E-Mail:

sumanseema9275@gmail.com

Contact No.

91- 9354910977

Correspondence Address

H.No. 5, Navyug Market
Ghaziabad (U.P.)
pin 201001

Personal Data

Father name : Mr. Raja Ram
Date of Birth : 07 Sep 1987
Sex : Female
Nationality : Indian
Marital Status: Single

Hobbies

- Playing Badminton
- Swimming
- Reading books

OBJECTIVE

To achieve professional excellence in my work through the process of learning combined with experience and to base my career with dedication and hard work towards the organization I am part of.

PROFESSIONAL QUALIFICATION:

- PG Diploma in Mass Media & Creative Writing in (Hindi) from Jamia Millia Islamia University, Delhi in 2009
- PGDCA from Tamilnadu University in 2010

ACADEMIC QUALIFICATION:

- M.A. (Political Science) from CCS University Meerut in 2011
- M.A. (Sociology) from CCS University Meerut in 2009
- B.A. from CCS University Meerut in 2007
- Intermediate from U.P. Board Allahabad in 2003
- High School from U.P. Board in Allahabad 2001

SKILL AND PERSONAL PROFICIENCY:

- Data Entry Operator
- Typing Hindi (35 wpm) English 50wpm

EXPERIENCE:

- Two years working experience with Khadi Gramodyog Bhawan New Delhi as Data Entry operator.
- Two years working experience with Earth Enterprises New Delhi as Data Entry operator.
- Presently working with M4 Solutions New Delhi as Data Entry operator since last three years

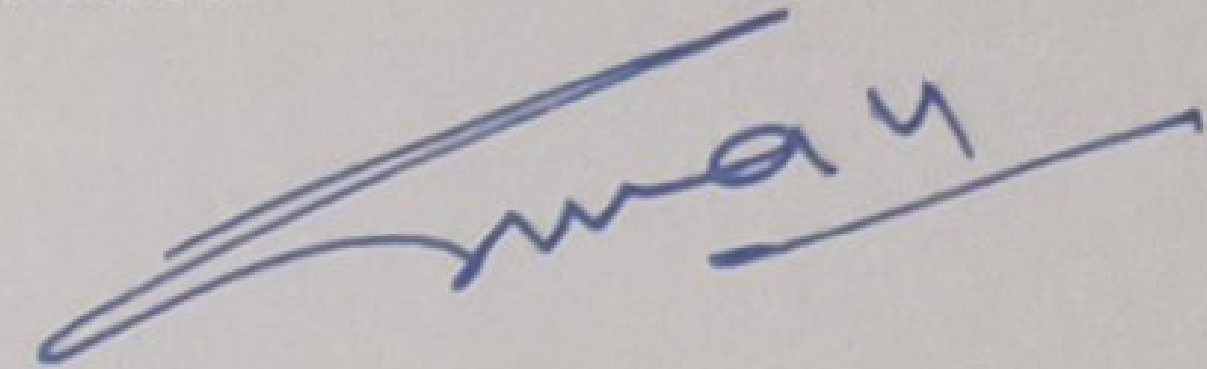
STRENGTH:

- Positive Attitude
- Honest
- Hard working
- Confident

DECLARATION

I hereby certify that all the particulars stated above are true to the best of my knowledge and believe. For any misrepresentation or omission of fact I shall be personally liable.

Date: 28/02/2023



(Suman Rani)

Place: Delhi