**Resume**

**Ritu**

📞 9716840214

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Kh. no.26/11,gali no.6, Amrit Vihar,

Burari , Delhi -110084

**CAREER OBJECTIVE:**

* To make use of my interpersonal skills and training to achieve organizational goals as well as personal goals. And can help a organization in all possible way.

**QUALIFICATION:**

* Pursuing B.com(P) from DU(SOL)
* Completed Class 12th from CBSE Board in 2020.
* Completed Class 10th from CBSE Board in 2018.

**CERTIFICATTION COURSES:**

* Basic Computer with Advance Excel knowledge

**STRENGHTS:**

* Self Confident and Punctual
* Quick learner
* Team player
* Good Listener

**PERSONAL DETAILS:**

* Date of Birth : 14th March,2002
* Father’s Name : Mr. Khemanand pandey
* Mother’s Name : Mrs. Jaanki Devi
* Gender : Female
* Nationality : Indian

**DECLARATION:**

I declare that the above information given by me are true to the beat of my knowledge and belief. If it I found incorrect , I’ll only be responsible for that.

PLACE: (RITU)