

RESUME

TANNU RANI

Father's Name : Sh. Virender Kumar
Date of Birth : 5th May, 1998
Address : Street 02, House 123B, Vil. Tukmeerpur,
Karawal Nagar, Delhi-110094
Contact No. : +91 8810601399, 9711716152
E-Mail : tannurani1798@gmail.com

Education Qualification:

- 10th Passed From CBSE Board
- 12th Passed From NIOS
- Pursuing Graduation from Delhi University

Professional Qualification:

- Certificate Course of Graphic Designing and Accounting from "SKMT" Dayalpur, Delhi

Software Knowledge:

- Microsoft Office
- Tally
- DTP (Graphics Designing)

Typing Skill:

- Typing in English 40 WPM.

Creative Software:

- Corel Draw
- Adobe Photoshop

Work Experience:

- 2 Years Experience as a Computer Operator at "Classic Creative" (Advertising Company) Madhu Vihar, I.P. Extension, Delhi

Objective:

I want to work in a healthy environment, which will help me to grow & learn, to achieve the set target of the company in the stipulated time and maximum Efficiency.

Marital Status : Un-Married

Language Known : Hindi & English

Tannu Rani

Dated: