

Sima Nath

Address- NW 1/1, Unit no.11, Ward no. 15, Mathurakati, Pincode-721304,Kharagpur

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Moblie- 9547785802



❖ OBJECTIVE

Searching for a best position that enables me to use my computer skills, written and oral communication, and organizational skills to create a smoother work environment.

❖ SKILLS

- ✓ Good Communication
- ✓ Adaptability
- ✓ Self Motivated
- ✓ Time Management
- ✓ Technical Skills
- ✓ Hard Working
- ✓ Selling Skill
- ✓ Multitasking
- ✓ Interpersonal Skill
- ✓ Dependability

❖ EDUCATION

- B.A. (HINDI HONORS) continue
 - Kharagpur college, kharagpur
- HIGHER SECONDARY, 2018
 - 64% in arts stream, S.E. RLY. Girl's higher secondary school
- SECONDARY ,2016
 - 41%, S.E. RLY. Mixed high school

❖ COMPUTER KNOWLEDGE

- ✓ Html
- ✓ Ms-Word
- ✓ Ms-Excel
- ✓ Typing
- ✓ Data Entry
- ✓ Ms-Access
- ✓ Ms-Powerpoint
- ✓ Dhtml

❖ CERTIFICATES

- ALL INDIA ESSAY WRITING EVENT, 2016
For participated, By SRCM and UNIC
- NATIONAL CONFERENCE ON HINDI KARYASHALA, 2017
For participated , By Kharagpur college
- TECHNOLOGY CONFERENCE ,2019
For participated, By Nagar Rajyabhasa Karyanway Samity
- NATIONAL CONFERENCE OF KHARAGPUR, 2019
For participated, By Kharagpur College
- IT SMART PLUS CERTIFICATE, 2019
For done the completing course of information technology, ISO9001:2008 CERTIFICATION
- VIRTUAL HEALTH AND WELLNESS PROGRAM, 2020
For Completing Course Of Health And Wellness, ISO 9001:2008 CERTIFICATION

❖ PROJECTS WORK

- SMART VALUE PRODUCT AND SERVICES LIMITED

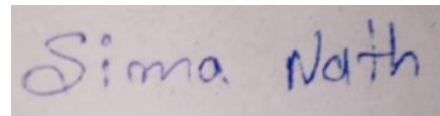
It is a project which provide us health, agricultural, education, life style product and services. Where I work and trained to improve my selling skills and soft skills.

❖ PERSONAL DETAILS

- Father's name : Daras Nath
- Date of birth : 07/07/1999
- Marital status : Single
- Language known : Hindi
- Gender : Female
- Nationality : Indian
- Religion : Hindu

❖ DECLARATION

I do hereby declare that all the above information furnished above is true to the best of my knowledge and belief.

A rectangular box containing a handwritten signature in blue ink that reads "Sima Nath".

Signature