

# CURRICULUM VITE



## HIMANI

Add: - Village

Mandori seohara

Distt: - Bijnor (UP)

Pin: - 246746

Mobile no:- 9719588183

Gmail id: -

khimani808@gmail.com

## PERSONAL DETAILS

Father Name:-Mr. Mahesh

DOB:-05/07/2007

Nationality: - Indian

Gender: - Female

## HOBBIES:

Watching: - Movie

Playing: - Badminton

## OBJECTIVE:-

To utilize my knowledge and exposure skillfully and efficiency to Achieve Individual as well as organization goals and objectives. I would also like Upgrade myself regularly so that I can prepare myself so face challenges In the competitive world.

## ACADEMIC QUALIFICATION:-

- High School passed from UP Board in 2021.
- Intermediate passed from UP Board in 2023.
- B.com 2<sup>nd</sup> Year appearing from MJPRU in 2024.

## PROFESSIONAL QUALIFICATION:-

- Diploma In Computer Application Course in 6 Months (DCA).
- Advance Diploma in Computer Application Course in 1 Year (ADCA).
- Tally ERP.9 with GST.
- Advance Microsoft Excel.
- Advance Microsoft Office Word.
- PowerPoint and HTML.
- Hindi and English Typing.
- CCC Certified.

## WORK EXPERIENCE:-

- All Online Work Experience in 1 Year.
  - Teaching Class (ADCA,DCA,TALLY ERP.9 WITH GST,MS WORD, MS EXCEL, POWERPOINT, HTML, HINDI, ENGLISH TYPING)
- 1 Year Experience from Gola Internet Point R.S.P Road Seohara.

## SKILLS:-

- Document Controller.
- Office Girl.

## DECLARATION:-

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

Date:- .....

Place:-.....

(HIMANI)