



# CURRICULUM VITAE

## **PALLAVI GUPTA**

### **CONTACT**

 **RAMESH SINGH SEHRAWAT**  
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### **CARRER OBJECTIVE**

- To work a professionally managed organization that will give me an opportunity for personal as well as organization's growth.
- Efficiently able to resolving customer issues and possess a positive attitude. Aiming to use my skills to fill the Intern role in your company effectively.

### **ACADEMIC QUALIFICATIONS**

- Pursuing Masters in Public Administration from IGNOU University, Delhi.
- Completed B.A. Programme from Moti Lal Nehru College, Delhi University.
- 12<sup>th</sup> passed from Army Public School, Dhaula Kuan, New Delhi (C.B.S.E).
- 10th passed from Army Public School, Dhaula Kuan, New Delhi (C.B.S.E).

### **WORK EXPERIENCE**

- Worked as Office Administrator at Avishkaar Institute for 2 years and 5 months.

### **SKILLS**

- Basic Knowledge of Computer.
- Excellent Communication Skills
- Adaptability
- Strong work ethics
- Collaboration

## PERSONAL DETAILS

Father's Name : Mr. Akhileshwar Prasad  
Date of Birth : 5<sup>th</sup> July 1998  
Nationality : Indian  
Languages : Hindi, English and Bhojpuri  
Gender : Female  
Marital Status : Unmarried

## EXTRACURRICULAR ACTIVITIES

- "A-Certificate " in NCC.
- Captain in NCC.
- Played Throw Ball for School team.

## DECLARATION

I do hereby clear that the above information given by me is true and I am solely responsible for its accuracy.

Date.....

Place.....

**(PALLAVI GUPTA)**