**Neha**

**ADDRESS - House no. 17, Sultanpur colony, M.G road, New Delhi**

**MOBILE - 8826314453**

**EMAIL - takulineha00@gmail.com**

# Objective

**Seeking a position with a dynamic organisation, where I can learn as well as contribute to the growth of the organisation with my efficient and management skills.**

# Experience

**Fresher**

# Education

● **Pursuing English Hons. from Dyal Singh College, Lodhi road, New Delhi (passing out in May 2021)**

**● Completed 10+2 from C.B.S.E Board from Poorna Prajna Public School, Vasant Kunj in 2018 with percentage of 85.75.**

**● Passed 10th from C.B.S.E Board from Poorna Prajna Public School in 2016 with a cgpa of 8.8.**

# SKILLS

* **Have good knowledge of Microsoft Office**
* **Great communication and convincing skills**
* **Can easily make an efficient use of any opportunity that may arise**
* **Have leadership qualities**

# PERSONAL INFORMATION

**FATHER’S NAME – SH. DEEPAK SINGH TAKULI**

**D.O.B – 01:01:2000**

**SEX – FEMALE**

**AGE – 21**

**LANGUAGES – HINDI AND ENGLISH**

**KNOWN**

**HOBBIES - Reading and exploring new things**

**I hereby declare that the details furnished above are true and correct to the best of my knowledge.**