

CURRICULUM-VITAE

Shivani.

**L.G.N.F.A Colony Type II/Q No.04
Dehradun -248006
Contact no. :7310720514
E-Mail –shivis.singh3113@gmail.com**

OBJECTIVE

To work in an organization where I can put in best of my efforts, which proves to be beneficial to the organization and gives opportunities. To make optimum use of the opportunity to learn and gain knowledge and experience.

ACADEMIC QUALIFICATIONS

- Passed high school from NariShilp Girls Collage in 2010
- Passed Intermediate from NIOS 2012
- B.COM From H.N.B Gharwal University, Dehradun
 - I year in 2014
 - II year in 2015
 - III year in 2016
- M.COM from IGNO University, Dehradun
 - I year in 2019
 - II year in 2020

TECHNICAL QUALIFICATIONS

- 1 YEAR Computer Diploma from Bhartiya Institute of Computer Training Dehradun

• EXPERIENCE

- Worked With Kotak Mahindra Bank as a Junior Asst. Manager From 01 Jan 2021 To 14 July 2022.

- As a CASA
- Working with HDFC Bank as a assistant manager .from 01February 2023 to till date..
- As a personal banker Gold Loan
- Graphic Era hospital (Ayushman) Billing executive/ patient care service 01 july 2024

BASIC KNOWLEDGE OF COMPUTER

- Basic Knowledge of Computer
- Knowledge of Internet
- Principal of Etching(POT)
- Computer Software, Application and Typing

STRENGTH & SKILLS

- Ability to face challenges
- Disciplined
- Hardworking
- Ready for challenging environment

PERSONAL PROFILE

Name	:	Shivani
Father's Name	:	Mr. Chander Singh Kataria
Date of birth	:	30/09/1995
Nationality	:	Indian
Married status	:	Unmarried
Gender	:	Female
Language known	:	English , Hindi
Avocations	:	Reading

Declaration

I hereby declare that the above information's are true to best at my knowledge

Date:

Place: Dehradun

(Shivani)

