

CURRICULUM VITAE

Meenakshi Sharma

Mob: +91-7302737560

Career Objective:

Seeking a challenging position in a progressive company where my skills are effectively utilized to achieve organizational goals and achieve a part of the success of the organization.

Personal Strength & Interest:

Good knowledge of as Front Desk Executive and Computer Operator convincing skills in work force of the organization and ability to contribute my best to achieve the goals in favour of the organization.

Academic Qualification:

- AISSCE from H.B.S.E Bhiwani in 2001.
- AISSE from H.B.S.E Bhiwani in 2003.
- Graduation from M.D University in 2006.
- NTT (Nursery Teacher Training) from Faridabad in 2004.

Work Experience:

Presently working In **Sumitra Hospital** sec-35 Noida as a Front Desk Officer.

Two Years work experience in “**Arogya**” The Women & Child Clinic at Sector-110 Noida as Front Desk Officer.

Two Years work experience in **Izen** (IMAGING & INTERVENTION) (**June 2021 - Dec 2022**). In Noida Sec-104 as Front Desk Officer.

Personal Details:

Husband's Name	:	Brij Mohan Sharma
Date of Birth	:	29 th November, 1985
Sex	:	Female
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	English & Hindi

Technical : Basic Knowledge of Computer
Location : Noida

Declaration: I solemnly declare that the above statement made above are true, complete and correct to the best of my knowledge and belief.

Date.....

Place.....

Meenakshi Sharma