

CURRICULUM VITAE

DIVYA MAHENDRU

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OBJECTIVE:

To be a part of an organization where I can grow in term of knowledge skill, attitude and put an effective use of my analytical ability& profession competence in the areas so as to align self develop with organization development.

EDUCATION QUALIFICATION:

- Bachelor of Computer Application (2010-2013) from **GGSIU** with 1st Division.
- 10th From CBSE Board. With 1st Division.
- 12th from CBSE board with 1st Division.

WORK EXPERIENCE:

- Worked as a Front Desk Executive in **Comp world Institute** for six month
- Working in **MOHAN EYE INSTITUTE** as a **Front Desk Executive and Billing Executive** from **Aug 2014 to Till Date**.

PROJECT PROFILE:

- Project: Software (RDSK Real Estate) On Core Java.
- Major Project: Website Designing Using HTML.

PERSONAL SKILLS:

Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, willingness to learn team facilitator hard worker.

EXTRA CURRICULAR:

- Attended workshop on Cyber Security/Ethical Hacking.
- Workshop on Search Engine Optimization.
- Attended National Seminar On Good Governance in IT Sector.

PERSONAL PROFILE:

Name : Divya Mahendru
Father's Name : Lt. Sh. Ravi Kumar
Mother's Name : Mrs. Asha
Nationality : Indian
Date of Birth : 08/11/1992
Hobbies : Listening Music, Playing badminton
Languages Known : English and Hindi

Dated:

(DIVYA MAHENDRU)

Place: New Delhi.