

RESUME

ANISHA

Address : Vill. Harsi pind, City Tanda,
Dist. Hoshiarpur, Teh. Dasuya,
Pin code 144212

Mobile No.:

Email : nisha74108nisha@gmail.com

CAREER OBJECTIVE

To have a career in professional organization with only discipline honesty and hard working for achieving target.

ACADEMIC QUALIFICATION

- 10TH Passed from PSEB in 2020
- 12TH Passed from PSEB in 2022

SKILLS

- Six Months Course **Hospital Front Desk Coordinator** from **DDU-GKY Suranussi Jalandhar**.
- Two month Internship in **PGI Hospital Jalandhar** at Reception.
- Well known with MS-word MS-Access E-Commerce MS- Power point MS-Excel
- Good verbal and written communication skills
- Strong sense of responsibility and self motivated

EXPERIENCE

- Fresher

PERSONAL DETAIL

- Father Name : Kashmir Singh
- Mother Name : Suma
- D.O.B : 30-01-2005
- Language known : English, Hindi and Punjabi
- Marital Status : Unmarried

Date :

Place :

Signature