# Curriculum Vitae

# Shivani Joshi

# **Contact No.-**8299636898

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Objective

To seek a position which optimally utilizes my skills and offers a challenging profile. Also seeking for an opportunity wherein I can participate in a team to achieve a common goal by taking responsibilities and where my decision-making and interpersonal skills will be put to test.

Qualifications

* CCC Certified from NIELIT.
* Completed M.B.A. from UPRTOU in 2016.
* Completed B. Tech from UPTU in 2014.
* Completed Diploma from GGPL in 2008.
* Passed Intermediate from UP Board in 2005.
* Passed High School from UP Board in 2003.

Technical Knowhow, Soft Skills and Summer Trainings

* Good knowledge MS Excel, Word and PowerPoint.
* Good communication skills and interpersonal skills.
* Good listener and good observation capability.
* Good analytical skills and quick learner.
* Possess high degree of self-motivation and self control.
* Did Summer Training from UP Power Corporation Ltd. Allahabad
* Also did Summer Trainings at Railways and Doordarshan, Allahabad.

Personal Details

* Date of birth : 21st September 1987
* Marital Status : Single
* Father’s Name : Mr. H. C. Joshi
* Mother’s Name : Mrs. Sarita Joshi
* Language known : English and Hindi

Date: **(Shivani Joshi)**

Place: Signature