

RESUME

SHIVANI GOYAL

House no 95, Street no 5, Ward no 2A,

Janta Nagar DHURI-148024

Distt. Sangrur (Pb.)

Mobile: 90415-37458

Email: shivanigoyal703@gmail.com

Career Objective:

- To attain a good position in competitive, globally, result oriented, progressive organization where I can utilize my communication and technical skills.

Educational Qualification:

- Matric from P.S.E.B. with 80% marks in 2009.
- 10+2 from C.B.S.E. with 72% marks in 2011.
- B.Com. from Punjabi University Patiala With 74% marks in 2014
- M.Com. from Punjabi university Patiala with 73% marks in 2016

Technical qualification:

Technical Skills to use below OS, Software & Packages.

- Software: Microsoft Office97/2000, Antivirus Mechanism
- Operating System: Windows98SE/ XP/ Vista and Windows 7
- Packages: Tally, Computer Basic & Internet

- Hardware: Computer hardware diploma

Experience:

- Worked as Commerce teacher faculty at Robin Model School, Dhuri for 2^{1/2} years.

- Worked as Commerce Lecturer at Desh Bhagat College, Bardwal for 1 Sem.

- Working as Commerce lecturer at University College, Benra since July 2017 to till date.

Personal profile:

Father's name	:	Sh. Satish Goyal
Mother's name	:	Smt. Anita Goyal
Date of birth	:	07 th Oct. 1993
Sex	:	Female
Marital status	:	Single
Languages known	:	English, Hindi & Punjabi
Nationality	:	Indian

Assets:

- Understanding Team Environment
- Responsible & Reliable to work
- Ability to learn new things