Neelam Dubey

Contact No.: +91-9999343546

E-mail : neelam1dubey@gmail.com

R/O : Flat no.45/Pkt H-33/, Sector-3, Rohini, Delhi

Pin Code : 110085

**CAREER OBJECTIVE**

To work and succeed in an environment of growth and excellence which will help me to achieve personal as well as organization goal.

**ACADEMIC CREDENTIALS**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Board/University | Year of Passing | Division |
| 10th/Senior secondary | C.B.S.E | 2005 | Second Division |
| 12th/Higher secondary | C.B.S.E | 2007 | First Division |
| B.Com (Programme) | Delhi University | 2007-2010 | Third Division |
| Bachelor of Library | M.D.U | 2015-2016 | First Division |

**CERTIFICATION & DIPLOMA**

* Certificate of National Social Science Exhibition of Delhi Region /Regional Level 2005-2006.
* Three months Certificate in Computing, Accounting & Finance from CMC in the year 2009.
* Six months Diploma in Advance Financial Accounts from LAL BAHADUR SHASTRI TRAINING INSTITUTE in the year 2015.

**COMPUTER SKILLS**

* Microsoft Word
* Microsoft Excel
* Powerpoint
* Internet Savy
* Tally 9.0

**STRENGTHS**

* People Driven – Relationship building
* Presentation and Analytical skills
* Excellent communication skills

**PERSONAL DOSSIER**

Date of Birth : 22-March-1990

Sex : Female

Marital Status : Married

Linguistic Abilities : English and Hindi

Nationality : Indian

References : Available on Request

Date :

Place : Delhi

**(NEELAM DUBEY)**