

*KM PALLAVI SINGH*

*CORRESPONDENCE ADD.: - MALHAUR ROAD CHINHAT, LUCKNOW*

*PERMANENT ADD.: - VILL/POST – HAZIPUR, BARSENDI, AYODHYA.*

*MOBILE NO.: - 9616604920*

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## OBJECTIVE

Looking for an opportunity to make contribution of my professional knowledge at a right place and also to enhance to further upgrade my contribution to the organization.

## PROFESSIONAL WORK EXPERIENCE

- 1 year Experience as a **Receptionist, Office Assistant cum Hostel Warden** in **Ambalika Institute of Management and Technology, Lucknow.**
- 1 year Experience as an **AutoCAD draftsman cum accounting** in **New Light Engineering's** Lucknow.
- Presently working at **New Light Engineering's** Lucknow as a **Personal Assistant, AutoCAD draftsman And Purchasing Officer.**

## ACADEMIC EDUCATIONS

- Intermediate Passed from U.P. Board in year 2019 with 69.78%.
- High School Passed from U.P. Board in year 2017 with 78.45%.

## PROFESSIONAL EDUCATIONS

- Three-year Diploma with L.T. Branch **CIVIL ENGINEERING** from **Urmila Group of Institution Kotsarai, Ayodhya 2021** with 81.21%.
- 6-month DCA computer course from **Ambition Computer Institute, Ayodhya.**

## TECHNICAL SKILLS

- AutoCAD, Revit, 3ds Max, Staad Pro, Bec, MS Office, English Typing.

## STRENGTH

- Responsible, Self – Confident, Honest, Helpful & Friendly.

## PERSONAL DETAILS

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|-------------------|---|---|
| 1. Father's Name  | : | Mr. Shiv Om Singh                           |
| 2. Date of Birth  | : | 15/07/2002                                  |
| 3. Marital status | : | Unmarried                                   |
| 4. Hobbies        | : | Talking & meeting to people & Computer Work |
| 5. Languages      | : | English & Hindi                             |

## DECLARATIONS

I hereby declare that the above - mentioned information is true to the best of my knowledge.

Date: .....

Place: .....

(PALLAVI SINGH)