

# CURRICULUM-VITAE

## BINDIYA MENDIRATTA

### Present Address

H.No:-C-53,Sec-50  
NIT, Faridabad(121001).

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## OBJECTIVE

To become a successful professional and a strong asset for an ever growing organization through my analytical approach, dedication, enthusiasm, innovation and team spirits.

## ACADEMIC QUALIFICATION

- ✓ Passed 10<sup>th</sup> from C.B.S.E Board.
- ✓ Passed 12<sup>th</sup> from C.B.S.E Board.
- ✓ Passed B.Com from D.U.

## OTHER QUALIFICATION

- ✓ Basic Knowledge of computer.
- ✓ Internet Surfing.
- ✓ Pursuing Japanese Language, N3 Level.

## PROFILE

- ✓ Front Office , Billing, Finance & Account

## WORK EXPERIANCE

- ✓ Worked 6 months in basic accounting.

## STRENGTH

- ✓ Dynamic and commitment towards hard work.
- ✓ Strong Will Power and Motivating nature.
- ✓ Habit strength to do Something Different.

## PERSONAL DETAILS

Father Name : Sh. Ajay Mendiratta  
Date of Birth : 19-Sep-2000  
Gender : Female  
Status : Unmarried  
Nationality : Indian

## DECLARATION

- I hereby declare that all information given above is true and i hold the responsibility of its Authorities.

DATE

PLACE

(**BINDIYA MENDIRATTA**)