**CURRICULUM VITAE**

Sapna Arora

***Address:-*** 863, Gali Bhag Choudary,
 Katra Khazana Gate, **Amritsar** (Punjab)143001
***Contact No.*** +919815102109

**CARRIER OBJECTIVE:-**

* To be an integral part of an ***Organization*** and put maximum efforts to make use of my ***Skills*** and ***Knowledge*** for growth of organization and in the process to further improve my abilities.

**EDUCATIONAL QUALIFICATION:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **YEAR** | **COLLEGES** | **BOARD/UNIVERSITY** | **%AGE** |
| **B.Ed. (Mathematics, Economics)** | 2013-2014 | ***Mohan Lal Memorial*** Institution of Education | ***Guru Nanak Dev University*** (G.N.D.U.) | ***64%*** |
| **M.sc. (Mathematics)-****2nd Year** | 2011-2012 | ***Hindu*** College | ***Guru Nanak Dev University*** (G.N.D.U.) | ***57.2%*** |
| **M.sc. (Mathematics)-****1st Year** | 2010-2011 | ***Hindu*** College | ***Guru Nanak Dev University*** (G.N.D.U.) | ***53%*** |
| **B.Sc. (Economics)Sub.:- (Mathematics, Economics, Computer Science)** | 2005-2008 | ***S.S.S.S. College*** for Woman, Amritsar. | ***Guru Nanak Dev University*** (G.N.D.U.) | ***63%*** |

**Specialization:-**

Transcription in Punjabi, Hindi

Translation from English>hindi

 English>punjabi

 Hindi>Punjabi

 Hindi> English

 Punjabi>English

**Experience:**

1 year as freelancer translator.

**Soft wares familiar with:-**

Microsoft Word, Microsoft Excel,Tally 7.2, Powerpoint, publisher file

**Hardware:-**

Intel i3 based PC, 2 tb hard disk, DVD/CD Writer, 4 GB RAM, Broadband-based internet Connection

**KEY STRENGTH:-**

* I believe in ***Hard Work*** with Assistance of ***Sincerity & dedication***.

**LANGUAGES KNOWN:-**

* English
* ***Hindi***
* Punjabi

**STRENGTH:-**

* Capable of ***Handling Multiple Tasks***.
* ***Time*** Management.
* Self ***Confidence***.
* Possess leadership qualities and have a sense of responsibility to the ***desired role***.

**PERSONAL DETAIL:-**

Name :- ***Sapna Arora***Husband’s Name :- ***Mr. Rishab Arora***
Father’s Name :- ***Sh. Vijay Kumar Soni***D.O.B. :- ***21-Sep-1987***
Sex :- ***Female***Nationality :- ***Indian***Marital status :- ***Married***

**NOTE:-**

* I hereby declare that the ***Information*** given above is true to my knowledge and I will be responsible for any type for incorrect information.

 **Date: 12-September-2018**

**Place:- Amritsar (Sapna Arora)**