**CURRICULUM VITAE**

**NAHAKPAM SARDA DEVI**

C1/47, Malka Ganj, Delhi-110007

Contact - +91 9899317561

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**OBJECTIVE:**

To attain a position in professional environment where I can enhance my skills through passionate, challenging, career oriented and motivational task by working in a dynamic environment.

**COMPUTER SKILLS:**

* MS office
* Hardware
* Video editing and composing

**EDUCATION:**

* HSLC Passed in 2010 from Board of secondary education, Manipur.
* 12th Passed in 2012 from Council of Higher secondary education, Manipur.
* B.Sc Botany Honours passed first class in 2016 from Manipur University.
* Pursuing Masters in Public Administration (MPA) in IGNOU.

**WORK EXPERIENCE:**

* Experience in teaching approx. two years in Coaching centres .
* Working in Gouri Hospitals Ltd. and Ridge IVF Pvt. Ltd. for Two years and six months in Front desk ( One and half year) and as Patient Co-ordinator (Present).

**PERSONAL DETAILS:**

* Father’s Name: L. Nahakpam Kenedi Singh
* Date of Birth: 25th March 1995
* Nationality: Indian
* Marital Status: Unmarried
* Religion: Hindu

**ACTIVITIES:**

* Singing
* Listening Music
* Reading
* Writing Quotations

Dated: 13/10/2016

(NAHAKPAM SARDA DEVI)