**CURRICULUM VITAE**

**JYOTI GAUTAM**

Address: Gautam Niwas E-40/8 Jagat Puri Exnt, Near GTB Hospital, Delhi -

 110093

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*Phone no.:* 9891331964, 9810245704

*Date of Birth:* 23/may/1992

*Gender: Female*

**CAREER OBJECTIVE**

* To work in a reputed organization to utilize my knowledge and enhance my skills.
* Good communication skills.

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Institution /Board** | **Year of Passing** | **CGPA** |
|  Degree in  B.sc (Honrs.) Nursing  | GURU GOBIND SIGHINDRAPRASTH UNIVERSITY | Awaiting Result  |  |
|  12th (MEDICAL) |  CBSE BOARD  |  2011  | pass |
|  10th |  CBSE BOARD  |  2008 | Pass |
| Basic Computer  | Sarvodaya Computer Institute  |  2007 | GRADE A |

**WORK EXPERIENCE**

* Fresher

**PERSONAL DETAILS**

* FATHER’S NAME Mr. Panna LAl Gautam
* RELIGION HINDU
* MARITAL STATUS UNMARRIED
* NATIONALITY INDIAN

SUMMER INTERNSHIP

* *Organization:* Batra Hospital
* *Designation:* **Student Nurse**
* *Description:* Assisted in various procedures in various types.

**LANGUAGES KNOWN**

* English, Hindi.

TECHNICAL SKILLS

* Well versed in MS OFFICE
* Proficient in various computer tools & application
* Proficient in finding literature research
* Use of statistical statistics
* Use of computers in Teaching, Iearning, Research and Nursing Pratices.
* Use of internet for studying about hospital related issues and medical care.

**SKILLS**

* Good Communication skils, both written and verbal.
* Basic Knowledge of Computer.
* Result and Action Oriented.
* Abillity to learn and grasp.

**EXTRA-CURRICULAR ACTIVITIES**

* Participated in cultrural events during collegiate programmes.
* I enjoy travelling, Listening to music, free hand sketching, gaming

**DECLARATION**

* I hereby declare that the information provided above is correct according to my knowledge

**Place:** Delhi

**Date**: / / 2016

 (Jyoti Gautam)