

CURRICULUM VITAE

MANJU BALA

House No 105 Arya Nagar
Jalandhar 144008
Punjab India

OBJECTIVE

- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

ACADEMIC QUALIFICATION

- 10th passed from PSEB in year 2012.
- 12th passed from PSEB with Arts stream in year 2014.
- Diploma in Computer Engineering in 2015
- Bachelor of Computer Application from PTU in year 2018.

WORK EXPERIENCE

Worked as COMPUTER OPERATOR from September 2018 to October 2021 with Sky Bound Travel Consultant

JOB RESPONSIBILITIES:-

- Correcting errors, loading paper, and adjusting equipment settings.
- Troubleshooting equipment malfunctions and software errors.
- Responding to user requests and problems.
- Performing preventative maintenance
- Starting operations by entering computer commands.

COMPUTER EXPOSURE

- Programming Languages: Java, .NET, PHP
- Operating Systems: Windows XP, Linux, MS-DOS
- Packages: Microsoft Office
- RDBMS: Oracle, MS-SQL server

PERSONAL SKILLS

- Very good learner, self-motivated with positive attitude.
- Strong communication and interpersonal skill.
- Result oriented, strong will power and better planning and coordination.
- Enthusiasm to learn new concepts/practices.
- Easily adaptable nature.

PERSONAL DETAILS

- Father's Name : Muni Lal
- D.O.B : 15-04-1995
- Marital Status : Single
- Languages Known : English, Hindi& Punjabi

DECLARATION

- I hereby declare that all the statement given above is true to the best of my
- Knowledge and in case of any discrepancy I will be responsible.

Manju Bala