

## SRUCHI DEVI



### CONTACT INFORMATION:

#### Address:

Sruchi D/o Sh Ramesh  
Chand House no 5/2 Purani  
Mandi Mandi HP-175001

#### Phone No:-

7018630603 (Mobile)

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### PERSONAL DATA

**Date of Birth** : 6<sup>th</sup> July,  
1987

**Father's Name:** Sh. Ramesh  
Chand

**Sex** : Female

**Nationality** : Indian

**Marital Status:** Unmarried

#### Languages

**Known:** English, Hindi.

#### Hobbies:

,Painting ,Typing English  
and Hindi, Teaching art and  
crafts

### Objective

To obtain a suitable post at your reputable organization that will utilize my skills and knowledge to contribute to the organization's noble and humanitarian goals. Adaptability punctuality dedication and politeness these are the four qualities which makes me stand out of the crowd .No matter how hard the situation is always try to get best out of it.

### Academic Qualification

- HIGHER SECONDARY (2003)  
10<sup>th</sup>passed from (H.P. Board)
- SENIOR SECONDARY (2005)  
10+2(Arts.) passed from (H.P. Board)
- BA from Vallabh Govt. College, Mandi (H.P.) ( April 2008)  
BA (HP University)
- B.Ed From Vallabh Govt. College, Mandi (H.P.) (2009)  
H.P.U Shimla university
- M.Sc Geography from Kurukshetra University  
(June 2011)
- PGDCA EIILM University Sikkim(June 2012)  
PGDCA Percentage
- PGDDM from IGNOU H.P. , Shimla (June 2013)  
Percentage

### Personal Competencies

- A.** Maintaining Office records (Processing Documents, Office Order, Notifications, Letters, Hostels bills.)Transmitting records/files to various work stations, Maintaining Speed Post's Dispatch register

### Experience

- Computer Teacher in Alex Institute 18-01-2010 to 24-05-2010 ( Months )
- Computer Teacher at AAIT Institute from 01-10-2010 to 01-10-2011(One Year)
- Counsellor at Sri Chaitaniya Academy from 01-03-2012 to 31-05-2013 (One Year)
- Junior Assistant at IIT Mandi from 09-10-2013 to till date( Presently Working)
  1. From 09<sup>th</sup> October 2013 to 27 September, 2016 at Dean Students office
  2. 27<sup>th</sup> September 2016 to sep 2017 at Department Manager (I&S ) office
  3. From Sep. 2017 to 2022 at Department faculty common office A6& A3 building IIT Mandi
  4. From august 2022 to onwards **School of Biosciences and Bioengineering**

Date:

20202

Place: Mandi

Sruchi