

# SWEETY

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**CONTACT NO.** 6239703473  
**EMAIL ID** : sweetygupta2276@gmail.com

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1. **CAREER OBJECTIVE:** Seeking for a challenging position to enhance my skills in a dynamic and stable workplace.

2. **PERSONAL STRENGTH:** Determined, Ambitious, optimistic, enthusiastic and loyal.

3. **ACADEMIC ACHIEVEMENT:**

Examination	Year of Passing	Institution	Board/University	Status
B.SC (Forensic Science)	2023	MAKAUT University (West Bengal)	WB Board	Passed (80.75%)
Higher Secondary(12th)	2020	KMV collegiate sr. sec. school (Jalandhar city)	PSEB	Passed (76%)
Secondary(10th)	2018	DSSD Girls Sr.Sec. School (Jalandhar city)	PSEB	Passed (85%)

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4. **Hobbies:** Listening music, singing and travelling.

5. **Skills:** Good communication, Time management, Risk management, Adaptability and Teamwork.

6. **TECHNICAL KNOWLEDGE:**

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

7. **EXPERIENCE:**

- Internship in forensic medicine and toxicology department (1 month).
- Worked as Office Executive in PRERNA FINSERVE PVT. LTD. (6 month)

8. **ACHIEVEMENTS:**

- Silver medal in SOF International English Olympiad under city rank 13 (2019).
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9. **PERSONAL DETAILS:**

**Father's name** Mohan Gupta

**Mother's name** Mamta Gupta

**Age & Sex** 21 & female

**Languages known** English, Hindi, Punjabi

**Permanent address** Sanjay Gandhi Nagar, Street no. 2, House no. 204, near phocal point, Jalandhar City

(Punjab)

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**10. DECLARATION:**

I hereby declare that all the information given here is true to the best of my knowledge.

**Place:** JALANDHAR CITY

**Date:**

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(SWEETY)