

## CURRICULAM-VITAE

**SHALU MITTAL**  
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### **CAREER OBJECTIVE:**

Highly motivated and enthusiastic professional with strong administrative, organizational, and customer service skills. Seeking a responsible position in a healthcare or office environment where my experience in data management, communication, and coordination can contribute to greater efficiency and productivity.

### **ACADEMIC QUALIFICATION:**

- 1995-96 :-10<sup>TH</sup> (CBSE EXAMINATION)
- 1999-2000 :-12<sup>TH</sup> (CBSE EXAMINATION)
- 2000-2004 :-B.A PASS (DELHI UNIVERSITY)

### **TECHNICAL QUALIFICATION:**

- Doeacc “O” Level from Ministry Of Information Technology
- Certify Course in Call Centre & Customer Care

### **WORK EXPERIENCE:**

- Managed accounts (manual and computerized).
- Previously running E-Commerce Business in Delhi.
  - Worked at the **National Medical Commission** as **Data Entry Operator, Library In-charge, and Administrative Support** (Aug 2022 – Aug 2025).

- Assisted in daily administrative tasks such as maintaining records, coordinating staff activities, and handling correspondence.
- Supported library management and ensured smooth functioning of data entry operations.
- Handled queries from candidates and doctors.
- Arranged and scheduled meetings.

### **SKILLS:**

- Sound knowledge of Accounts (manual & computerized)
- Expertise in clerical procedures and systems, such as word processing.
- Strong administrative and organizational skills.
- Meeting coordination and scheduling.
- Proven knowledge and use of document and records management software
- Query handling and client/candidate communication.
- Ability to multitask and manage time effectively.

### **ACHIEVEMENTS:**

- Distinction in 'C' Language and P C software in Doeacc 'O' Level.
- Participate and won prizes in Slogan, Essay and Poster making in Vigilance Awareness Campaign 2024.

### **HOBBIES AND INTEREST:**

- Interacting with people.
- Active for new updates in the world.
- Listening music.

## **PERSONAL STRENGTH:**

- Proficient in relevant computer applications.
- Strong organizational and planning abilities with experience in scheduling activities and completing multiple tasks on time.
- Self-motivated, reliable, and committed to punctuality and regularity.
- Excellent communication and interpersonal skills for handling staff, and stakeholders.
- Adaptable and quick learner with the ability to work effectively under pressure.
- Strong teamwork spirit with the capability to work independently when required.

## **PERSONAL INFORMATION:**

- Husband's Name : Sh. Mohit Mittal
- Date of Birth : 15<sup>th</sup> Dec 1979
- Nationality : Indian
- Marital Status : Married
- Language Proficiency : English & Hindi

**Date : / /2025**

**Place: New Delhi**

**(Shalu Mittal)**