

Complete Biodata

I. Personal Details

Name	Radha
Present Designation	Upper Division Clerk
Date of Birth	10.08.1980
Sex	Female
Marital Status	Married
Mother Tongue	Hindi
Indian Languages Known	Hindi & English
Foreign Languages Known	
Retirement Reason	

II. Details of Educational Qualifications

Sl. No.	Qualification Institute/University/Place	Subject	Division
1.	High School from U.P. Board, Allahabad	Hindi, English, History, Gen. Science, Social Science, Home Science	First
2.	Intermediate from U.P. Board, Allahabad	Hindi, English, Home Science, Psychology, History	First
3.	B.A. Hons. from Veer Kuwar Singh University, Ara (Bihar)	Home Science Hons.	First
4.	Diploma in Steno & Secretarial Practice from Board of Technical Education, Lucknow	Shorthand Hindi & English Typing Hindi & English, Accounting,	First
5.	Diploma in Computer Application from E.C.C. Delhi	MS-Office	

III. Details of Professional Experience

Sl. No.	Designation	Department/Organization/Place	Period From/To
1.	Hindi Steno cum PA to GM (on contract basis)	Parag Dairy, Noida	September 2003 to September 2006
2.	Steno cum PA to GGM (Services) (on outsourcing basis)	IRCTC Ltd., Delhi	October 2006 to June 2010
3.	Steno (on project basis)	AIIMS, Delhi	June 2010 to April 2011
4.	Lower Division Clerk	National Water Development Agency, Delhi	April 2011 to 08-06-2021
5.	Upper Division Clerk	National Water Development Agency, Delhi	09-06-2021 to till date

IV. Details of Training/Workshop/Conference Attended

Sl. No.	Name of Training/Workshop/Conference	Organized by	City	Duration (From/To)
1.	Delhi Traffic Police	OD Cell, (Road Safety Cell), Delhi Traffic	Delhi	30.05.2005 to

		Police		10.06.2005
2.	Self Defence Training	Crime Women Cell, (Delhi Police)	New Delhi	30.05.2005 to 10.06.2005
3.	International Conference on Opportunistic Pathogens-2010	Department of Laboratory Medicine, AIIMS	New Delhi	28.09.2010 to 30.09.2010
4.	MS-Excel	Institute of Secretariat Training and Management (ISTM)	New Delhi	1309.2017 to 15.09.2017

V. Details of Awards/Publications

Sl. No.	Name of Award/Publication
1.	Received Third Prize towards contribution a Slogan in Narakash Slogan Competition

VI. Details of Professional Membership

Sl. No.	Name of Professional Body	Membership No.	(Life/Annual)
.....			