

## CURRICULUM VITAE

- Name** : **SURBHI KHURANA**
- Designation** : Stenographer and  
Assistant Library & Information Officer
- Key Roles and Responsibilities** :
  - Taking dictations and typing on computer,
  - All duties performed by a PA
  - Handling all the work/responsibilities of Private Secretary in absence of PS
  - Pursuing entry of all the books in the library software
  - Performing all duties of AL&IO viz. issue/return of books, maintaining news clippings etc.
- Email and phone/mobile no.** : 24633968
- Date of birth** : 16<sup>th</sup> March, 1975
- Professional experience** :
  - Working experience as Stenographer for 15 years in this Foundation
  - Assisting in various works such as DD entries, making receipts of DDs, flag day work, agenda for awards, Executive Council, Governing Council, diary, dispatch etc.
- Educational qualification** :
  - 1) Graduate from Delhi University
  - 2) Diploma in Stenography from YMCA
  - 3) MA (Public Administration) from Annamalai University
  - 4) BLIS from Annamalai University
  - 5) MLIS from Annamalai University
  - 6) Well versed in computerization work viz. word processing, windows etc.
- Language skills** : English and Hindi
- Extra Curricular Activities** : Performing all the duties assigning by the Secretary from time to time.