

**SHIKHA MISHRA**

DOB: 15-10-1998

C-116/436, Maya Bazar, Gorakhpur, Uttar Pradesh.

Pin: 273001.

[mishra15.shikha@gmail.com](mailto:mishra15.shikha@gmail.com)Mobile no. ~~08423903241~~, 06394558394.**Objective:**

To make the sincere effort in rightful directions to utilize my strength, qualities, in best possible way for the success of the organization as well as for me.

**Educational Qualifications**

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<b>Examination</b>	<b>Board/University</b>	<b>Year of Passing</b>	<b>Percentage %</b>	<b>Name of School/College</b>
<b>High School</b>	CBSE	2012	72	R.P.M Academy, Gorakhpur
<b>Intermediate</b>	UP	2014	75	Carmel Girls Inter College, Gorakhpur
<b>BBA</b>	D.D.U.G.U University	2017	77	Deen Dayal Upadhyay Gorakhpur University

**Work Experience:**

- Worked as part time office assistant in INDIAN INSTITUTE OF ENGINEERING AND INFORMATION TECHNOLOGY (IIEIT) past four years from 1<sup>st</sup> June 2014 to 31<sup>st</sup> April 2017.
- Worked as professional teacher for Economics in Springer Public School ICSE Board.

**Projects:**

A case study for the Recruitments and Selection in “INDIAN INSTITUTE OF ENGINEERING AND INFORMATION TECHNOLOGY” (IIEIT).

**Technical Skills:**

- Management strategies and planning.
- Work organization.

**Skills:**

- Good Communication skills.
- Knowledge of Computer Basics.
- Hard worker and passionate about any kind of task given.
- Fast learner and active in every part of work.

**Achievements:**

- Attended various workshops & seminars in D.D.U.G.U. University.
- Attended and participated in CL Young Indian Challenge.
- Awarded first and certified for Rangoli competition in R.P.M. Academy.

**Hobbies:**

- Dancing, singing, cultural activities and playing badminton.

**Declaration:**

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

PLACE:

SHIKHA MISHRA

DATE: