

AAYUSHI SHARMA

 sharmaaayushi331@gmail.com

 7084230293

 548/c 277 Chandrodaya Nagar, Ra
jajipuram, Lucknow

Skills

Management

MS Office

Multitasking abilities

Team Building

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

National Association Of Students, Lucknow

2019 -

Management Assistant

- Conducted research to assist with routine tasks and special projects.
- Identified communication channels to set roadmap to distribute information.
- Volunteered to help with special projects of varying degrees of complexity.
- Managed campaigns and drives to the development of the organisation.

National Association Of Students, Lucknow

2019 -

Blogger and Content Writer

- Met with content editors top plan post subjects and publishing schedules.
- Researched content topics to erite, edit and create layouts to new articles and features.
- Gained content editing experience under Content Editor team.
- Published newsletter

KenkoLife

06/02/2021

Managing, and tallying and keeping the accounts

- Helped in managing the inventory as well as tallying and keeping the accounts.
- Involved in communicating information about the company to the visitors at the stall which often translated into sales of products.

Education

University of Lucknow, Lucknow

2021

Bachelor of Arts (English Honors)

CGPA 6.63

	New Public School, Rajajipuram, Lucknow	2018
	Intermediate	
	87.2	
	New Public School, Rajajipuram Lucknow	2016
	High School	
	86.4	