

AAYUSHI SHARMA

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📍 548/c 277 Chandrodaya Nagar, Rajajipuram, 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 to plan post subjects and publishing schedules.
 - Researched content topics to write, 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.09/02/2021
 - 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	<i>2018</i>
	Intermediate	
	87.2	
○	New Public School, Rajajipuram Lucknow	<i>2016</i>
	High School	
	86.4	