

Ishita Grover

Address: Karkardooma, Delhi-92

Phone no. 8860032303

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Objective: A graduate with proven communication, web development skills. Seeking a position as an administrative to leverage organisational and research skills to support internal and external communication.

Work experience: Fresher

Expertise: IT services

Academic Qualification:

S.No.	Passing Year	Board/University	Institute	Degree/Examination
1	Pursuing	MSDE	NSTI Noida	ADIT
2	2020	University of Delhi	Miranda House	B.A. Programme
3	2017	CBSE	Presentation Convent School	12th
4	2015	CBSE	Presentation Convent School	10th

Additional Skills:

- ◆ English Speaking
- ◆ Perseverance
- ◆ Team Work
- ◆ Effective time management
- ◆ Linux
- ◆ Cisco Packet Tracer
- ◆ MS office
- ◆ Open office
- ◆ French
- ◆ HTML
- ◆ CSS

Personal details:

<u>Father's name</u>	:	Mr. Sanjay Grover
<u>D.O.B.</u>	:	02/09/1999
<u>Marital status</u>	:	Unmarried
<u>Language</u>	:	Hindi, English, French
<u>Nationality</u>	:	Indian

Extra curricular activities: Art, Sports

Declaration: I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge, and I hold the responsibility for the accuracy of the above-mentioned particulars.

Date: 09-01-2023

Place: Delhi

(Ishita Grover)