

Shweta Shukla

D/O Mr. R N SHUKLA

I seek a competitive and unbound environment where I can serve your organisation and establish an enjoyable career, benefitting everyone I am working with.



✉ shwetashukla1800@gmail.com

📍 Ahmedabad, India

🌐 linkedin.com/in/shweta-shukla-1aa446213

📞 9106355861

🌐 www.aviationa2z.com

WORK EXPERIENCE

Crowd Funding Intern Muskurahat Foundation

12/2022 - Present

Ahmedabad, Gujarat

Non-Profit Organisation

Achievements/Tasks

- Raise and collection of funds for NGO
- Creating awareness about the social cause
- Engage with the team in learning various aspects of the organisation

Contact : Nandini Vernekar

Website Content Writer Aviationa2z.com

08/2021 - 12/2022

Maharashtra, India

Achievements/Tasks

- SEO & Content Creation
- Writing and Developing
- Editing and Posting

Contact : Bhavya Velani

EDUCATION

Mahatma Gandhi Gramodaya Chitrakoot Vishwavidyalaya

India

07/2018 - 07/2021

Bachelor of Arts

XIITH

National Institute of Open Schooling

05/2015 - 04/2017

Ahmedabad, Gujarat

SKILLS

Leadership Qualities



Content Development



Realistic



Professional



Self-Confidence



PERSONAL PROJECTS

Ananya Computer Classes (11/2019 - 01/2020)

- Microsoft Excel (Advanced)
- Microsoft Access (Basic)
- Microsoft Office (Basic)

TECHNICAL SKILLS

Microsoft EXCEL

SUMIF/S, COUNTIF/S, Pivot Tables, Cell Formatting, Excel Shortcut Keys, Workbooks, Managing Page Layout, Charts & Analysis

REFERRALS

Mr. Punit Pujara

Director, Ananya Computer Classes

LANGUAGES

English

Professional Working Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Mandela Art

Tennis

Listening music

Dance