

**RespectedSir/Madam**

I have worked with **Vibgyor High School as a Principal Assistant** from December, 2016 to March, 2018. In past I had the opportunity to work in **Tata Consultancy Services** in **Passport Seva Project, Lucknow** as **Citizen Service Executive** from **August, 2014** to **December, 2016** and in **Red Hill School, Lucknow as a teacher** from **September, 2013 to August, 2014**. I have completed **Masters of Commerce (M.Com) from Chhatrapati Shahu Ji Maharaj University** and also **Bachelors of Commerce (B.Com) from Avadh Girls Degree.** Also, I was **Dramatics Club President** in college. I have learnt that your firm provides a great career launch pad for Commerce graduates and post graduates and supports them from the very beginning to go far and rise to the top. In regards to the same, I have enclosed my Resume with complete details for your scrutiny and would wish to welcome an opportunity for an interview at the earliest to prove my credentials.

**Avadh Girls Degree College** offers best education facilities for students of commerce and arts stream with many curricular activities like Dramatics, Sports, And Literary etc. I have taken part in many of them like Drama, calligraphy, judo, badminton, debate, essay competition, inter school competitions etc. I was also assigned various projects preparations, presentations, and its research, and as a President of Dramatics Club I had organized many events inside and outside the colleges like Annual Play and events like our Cultural Fest “Nazrana-e-Avadh” etc.

My studying at AGDC’s gave me a strong grounding in Commerce and competitive field.

I have also developed strong communication and leadership skills.

Armed with the necessary skill sets and an ambition to achieve, I seek an opportunity to work with the excellent company.

Attached here in is a brief overview of my knowledge and my resume for further reference.

Regards,

**Date of Birth :** 27thJan1992

**Nationality :** Indian

**Status :** Married

**Gender :** Female

**OBJECTIVE:**

To secure a position in an organization that allows me to develop my skills and offer scope for career advancement.

**EDUCATION:**

**2013-14: Postgraduate, M. Com from Chhatrapati Shahu Ji Maharaj University, Kanpur**

**2010-13: Graduate, B.Com from Avadh Girls Degree College** affiliated to **Lucknow University** with 54.63% and distinction in Applied Business Statistics and Insurance Principles and Practice.

**March, 2010: Higher Secondary Examination (Commerce)** from **Navayuga Radiance Sr. Secondary School, Lucknow, UP, CBSE Board** with 75% and distinction in 3 subjects that are Multimedia and Web Technology, Accountancy and English

**March, 2008: Secondary School Examination (All Subjects)** from **Navayuga Radiance Sr. Secondary School, Lucknow, UP, CBSE Board**.

**COURSES:**

**CCC: Course on Computer Concepts, NIELIT, DOECC** with **First Division**

**Tally Erp 9 and GST and Taxation**

**EXPERIENCE:**

**Sept, 2013–August, 2014: Teaching** in **Red Hill School, Lucknow**

**August, 2014-December, 2016: CSE/Managerial Executive** in **Passport Seva Project, Lucknow**, under **TCS** my role was to manage and accomplish passport related services to citizens, file management and data entry.

**December, 2016 – March, 2018: Admin (Principal’s Assistant) in Vibgyor High School, Lucknow**

**ACADEMICS:**

* **Dramatics Club President** at **Avadh Girls Degree College**
* Conducted many **Inter College Events**.
* Organized **Annual Play** of **college**.
* Events in Cultural Fest “**Nazrana-e-Avadh**”
* Represented our college in **Ad-Mad in OJAS, Jaipuria Institute of Management**

**College events**

* Represented our college in **UTKARSH, Babu Banarsi Das University (BBD) events**
* Achieved Merit position in Class 12th CBSE Board Examination.
* Taken part in **The Annual All India Essay Writing Event of 2009** and achieved Second Position
* Taken part in **Inter School Coherence Writing Competition** and achieved Third position for Calligraphy
* Taken part in judo, badminton, chess and also received

Appraisal from school for co-curricular activities

* **Prepared a website** as school project using HTML and VBScript language coding

**SKILLS:**

**Management Skills:** Managed and organized Inter College Events, Annual Play and also outside college Events

**Computer Knowledge: CCC** certificate, HTML and VBScript language, MS Office, 35 wpm typing speed.

**Language Known:** Hindi and English

**Other skills:** Financial Accounting, Cost Accounting, Communication Skill, Calligraphy

**DECLARATION:**

I hereby declare that above given information is true to the best of my knowledge. I wanted to ensure you that I will discharge my duties to the best of my ability.

Thanking you in anticipation I remain.

Yours Sincerely,

**TRIPTI KARTIKEY MISHRA**