



RESUME

ADITYA MISHRA

Shri -Laldev Mishra

Purab Deum Pure-Bhagwandin

Post-Laxmikantganj, District-Pratapgarh

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Objective: -To make best out of my Skills. To Achieve new heights in life with commitment, innovative ideas, continuous learning and there by Developing a sense of commitment towards my job & Society.

Education & Extra Curricular: -

Class	College / Board	Subjects	Year	Div. & %
10 th (High School)	UP. Board	Hindi, English, Sanskrit, Math., Science & Social Science	2007	II & 58.00
12 th (Intermediate)	UP. Board	Hindi, English, Sanskrit, Sociology, Civics	2009	II & 57.04
Graduation (B.A.)	RMLA University, Faizabad	English, Sociology, Education Science	2012	II & 50.94
Post-Graduation	RMLA University, Faizabad	English Literature	2015	III & 42.00

Computer Knowledge: -

Diploma in Advance Information Technology,

Knowledge of MS Office

Typing Skill- English & Hindi with 98% Accuracy

Experience: -

1. Worked in Login at Solution Pvt. Ltd. As a Data Entry Operator Duration 1 Year.
2. Worked in Mahatma Gandhi University, Meghalaya, Noida Duration 1 Year Five Month as a Project Coordinator.
3. Worked in V.V. Giri National Labour institute Noida Sector 24.As a Field Investigator.
4. Worked in M.K. Overseas Pvt. Ltd. as a Computer Operator.

5. Worked in Nims University, Rajasthan, Jaipur COE Department, as a Office Executive.

Other Skills: -

- 1) **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- 2) **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.
- 3) **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- 4) **Active Learning** -- Understanding the implications of new information for both current and future problem-solving and decision-making.
- 5) **Time Management** -- Managing one's own time and the time of others.

Personal Details: -

Name: - Aditya Mishra
Father's name: - Dinesh Chandra Mishra
Date of Birth: - 12Aug, 1992
Language Known: - Hindi/English
Hobbies - Playing Cricket & ReadingNews.

Thanking You

Place: -

Date: - _____

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