

DISHA



B-973, Gautampuri Phase-2, Badarpur, New Delhi – 110044
Email: dc7280459@gmail.com

CAREER OBJECTIVE

Aspiring to build a career in a dynamic organization where I can utilize my knowledge, creativity, and interpersonal skills to contribute effectively to organizational growth. Seeking practical exposure, continuous learning, and professional development in a challenging environment.

EDUCATION

BCA (Ongoing) – Indira Gandhi National Open University (IGNOU)
12th Standard – CBSE Board
10th Standard – CBSE Board

PROFESSIONAL QUALIFICATIONS

Certificate Course in Filmmaking & Editing (Sep – Dec 2023, 4 Months)
- Camera handling, video editing, scriptwriting
- Teamwork, time management, creative execution
Basic knowledge of MS Word, Excel, PowerPoint, Internet Research

SKILLS & STRENGTHS

Communication & presentation • Leadership & motivation • Organization & planning • Creativity & adaptability • Time management • Problem solving • Teamwork

WORK EXPERIENCE

Volunteer – Shehri Mahila Kamgar Union (2 Years)
Community outreach, awareness campaigns, event organization

Part-time Fellow – School for Democracy (2024 | 11 Months)
Youth leadership programs, documentation, workshop facilitation

Tuition Teacher – Self-employed
Academic support, concept building, student mentoring

PERSONAL INFORMATION

Date of Birth: 20 February 2005
Gender: Female
Languages: English, Hindi
Nationality: Indian