

Curriculum Vitae

Ekta Chitranshi

Contact Details: -

Current Address

D/SE - 235,
Sector - C, Jankipuram,
Lucknow, India

Personal Data

DOB: 2nd April 1996
Email: ektachitranshi148@gmail.com
Mobile No: +919450455718,7355496354

Career objective: -

To gain knowledge and expertise from all aspects of work I do and use this to the best of my competencies for the growth of the company and my own professional career.

Professional Qualification: -

- **PG** - Post Graduate in Finance, (Integral University), Batch 2016-18

Major --- Finance

Semester	Overall
Marks (%)	79.74

- **Diploma in Finance & Accounts** – NIIT.
- **TALLY (Advance)** – Challengers Point.
- **Course on Computer Concept (CCC)** – Government Diploma

Academic Records: -

Education	University/College Name	Year of Passing	Marks (%)
DELED (B.T.C)	Career College of Management and Education	2019	First Division
B.COM	Lucknow University	2015	57.80 %
Higher Secondary (Commerce)	U.P Board	2012	72.80%
High School	U.P Board	2010	70.67 %

Internship: -

Job Designation: - Teacher Volunteer

Company' Name: - HCL Project Teacher Foundation

Location: - Lucknow

Duration: - 1st March 2018 – 31st Aug 2018

Job Description: -

- Plan, prepare and deliver instructional activities that facilitate active learning experiences.
- Instruct and monitor students in the use of learning materials and equipment.
- Maintain accurate and complete records of students' progress and development.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations.
- Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities.

Computer Proficiency: -

- Windows XP, Windows 7, Windows 8
- Microsoft Office (Basic)
- TALLY erp.9

Competencies: -

- Team layer and Leadership Skills.
- Presentation and Communication Skills.
- Achievement/Results Oriented.
- Problem solving approach.

Achievements: -

- Meritorious student award - NIIT
- High School (Topper) - CAPITAL CONVENT COLLEGE

Experience: -

- I have a experience in Tally calling in JOBVILLA SERVICES PVT LTD.

Hobbies: -

- Playing Chess
- Reading Books

Languages known: -

- English
- Hindi

Declaration: -

I hereby declare that the above information provided by me is true to the best of my knowledge and belief.

Date:

Place: Lucknow, India

(Ekta Chitranshi)