**CURRICULAM VITAE**

**Shikha Srivastava**

H.No.137, Near Krishna Market,

Saraswati Vihar, Gurgaon - 122002

Mob –+91-9140489327

Email – [shikhasrivastava168@gmail.com](mailto:shikhasrivastava168@gmail.com)

**CAREER OBJECTIVE**

* Totalize my skill to the best of their ability shows as to make a significant contribution to the organization targeting the achievement of the organization objectives and my professional growth.
* To be a part of an organization where the process of learning never ends every-day ahead is a challenge to learn perform & deliver.

**EDUCATIONAL QUALIFICATON**

* 2011- 10th passed from UP board
* 2013- 12th passed from UP board
* 2017- B.A. from Ewing Christian College of Allahabad
* 2018- Diploma In Computerised Accounting

**TECHNICAL QUALIFICATION**

* Basic knowledge of computer
* MS. Excel, MS Office Word, Pivot Table, VLOOKUP
* PowerPoint
* Typing

**WORK EXPERIENCE**

* Eleven Month Experience in Sadaa Infratech Pvt. Ltd As CRM Asst.
* 4 Year 2 Months Experience in Zamit India Pvt. Ltd. As Data Management.

**STRENGTH**

* Smart & Hard working
* Dedicated & career oriented
* Self – Motivated
* Good communication
* Co-operative
* Positive attitude

**HOBBY**

* Reading book
* Dancing
* Cooking

**PERSONAL PROFILE**

* Father’s Name Mr. Vijay Prakash Srivastava
* Nationality Indian
* Sex female
* Date of Birth 24-09-1996
* Languages Hindi, English,
* Permanent Address 81E/22A/1 New Beniganj Allahabad, U.P.211016
* Marital Status Unmarried

**Declaration**

I, solemnly declare that the statement made by me as above is correct to the best of my knowledge and belief.

DATE –

PLACE– **SHIKHA SRIVASTAVA**