CURRICULUM VITATE

Akansha Agrahari

H.No. A-1131/5 Indira Nagar, Lucknow

Contact No- 6394465862

Career Objective:

To work in an environment where I can utilize and expand my knowledge and contribute my creativity and hard work towards the successes of your organization.

Educational Qualification:

Passed High School in 2006 from U.P. Board.

Passed Intermediate in 2008 from U.P. Board with Science stream.

Passed Graduation in 2012 from Lucknow University with Mathematics.

Passed M.A in 2017 from Ignou with Sociology

Work Experience:

* **SHIVA VATIKA GREEN CITY** as a **Back Office Executive** (8/3/2016-30/12/2016)
* **BISWAS TRADING PVT. LTD**. as a **H.R MANAGER** (18/2/2017 - 30/1/2018)
* Administration work , Managing Accounts
* Collection of investment ,resolve customers queries
* **BLUE DHOW TRADING PVT. LTD.** as a **H.R MANAGER** (5/02/2018 –Till Now)
* Administration work , Managing Accounts
* Collection of investment ,resolve customers queries
* Employees Salary distribution

Professional Qualification:

* M.S. OFFICE: Microsoft word, Excel, Power Point.
* Tally 9.1 Courses from DOEAC.

**KEY SKILLS**

* Good Communication and Hardworking
* Multitasking, Dual focus
* Conflict Management and Problem Solving

**Hobbies:**

* Sketching
* Dancing

PERSONAL PROFILE:

Father’s Name : Hari Shanker Agrahari

Mother’s Name : Ram Kumari Agrahari

Date of Birth : 08/02/1991

Language Proficiency : Hindi & English

Nationality : Indian

Permanent Address : A-1131/5 Indira Nagar, Lucknow

Email Id : [anjalisohna157@gmail.com](mailto:anjalisohna157@gmail.com)

I hereby declare that all the information mentioned above is true to the best of my knowledge.

(Akansha Agrahari)