

## CONTACT DETAILS



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## PERSONAL SKILLS

- Verbal and written communication
- Teamwork and adaptability
- Critical thinking and problem solving
- Organising and decision making
- creativity
- Empathy and conflict resolution

## COMPUTER SKILLS

- Basic computer literacy
- Microsoft word
- Microsoft excel
- Writing, designing and editing

## HOBBIES

- Reading self-help books
- Art and Craft
- Cooking

# ISHAN MEHRA

Self-motivated and trustworthy high school senior looking for a part time position with a desire to learn as much as possible and to get more experience in order to get professional and personal growth.

### ❖ EDUCATION

1. Matriculation in 2018 from I.C.S.E Board and scored 76%
2. Secondary passed in 2020 from C.B.S.E Board and scored 74%
3. 6 Months computer diploma from Super Tech Infotech (INDIA) and scored 72%
4. Pursuing Interactive Media Design Program at Fanshawe College.

### ❖ EXPERIENCE

1. As an IELTS TRAINER and COMPUTER ADMINISTRATIVE at BAGAL IMMIGRATION AND ACADEMY.  
( August 2020 – September 2022)

Duties as an IELTS TRAINER-

- Conduct engaging training sessions
- Provide personalized coaching.
- Develop/update curriculum materials
- Administer mock tests and analyze results.
- Monitor progress and offer motivational support.

Duties as a COMPUTER ADMINISTRATIVE-

- Managed IELTS institute's social media.
- Handled documentation for visa filing.
- Coordinated digital marketing initiatives.
- Provided administrative support.
- Ensured excellent customer service.

2. As a cook at Gusto Pizza and Wings  
(October 2023 to TILL NOW)

### ❖ CERTIFICATIONS (provided by Great Learning Academy)

- UI / UX for beginners
- Career in UX and Design Product
- Introduction to Design Thinking

### AVAILABILITY

**Monday** (full-day)

**Friday** (full-day)

**Saturday** (full-day)

**Sunday** (full-day)