

EDUCATION

B. Ed., English

Major Bihari Lal Memorial College Of Education

2022 - 2024

Master of Arts (M.A.), English

Amity University, Haryana

2020 - 2022

CGPA: 9.54/10

B.A. (Hons.) English Literature, Liberal Arts

Amity University, Haryana

2017 - 2020

CGPA: 8.60/10

Senior Secondary (XII), Science

UCSKM Public School

(CBSE board)

Year of completion: 2017

Percentage: 59.00%

Secondary (X)

U.C.S.K.M. PUBLIC SCHOOL

(CBSE board)

Year of completion: 2015

CGPA: 8.20/10

JOBS

Business Editor

Data Bridge Market Research, Gurgaon

May 2022 - Present

To edit reports.

To check the format and grammatical errors throughout the file.

To make sure the content is relevant.

To ensure the language is formal and easy to comprehend.

INTERNSHIPS

Workshop

FLsmidth, Bawal

Feb 2020 - Feb 2020

Training on stress management and its techniques

TRAININGS

Stress And Coping Strategies

Amity University, Gurgaon

Feb 2019 - Feb 2019

In this workshop, I learnt about various different issues related to mental health including anxiety, depression and many more.

Problem Solving & Creative Thinking

Amity University, Gurgaon

Mar 2018 - Mar 2018

I learnt how to solve problems. I learn to take all the thing positively. I learn to how to think creatively even in the worst situation.

Presentation Skills

Amity University, Gurgaon

Feb 2018 - Feb 2018

i learnt how to present my views with effective impact on minds.

Communication Skills

Amity University, Gurgaon

Nov 2017 - Nov 2017

I learnt how to express my views in front of others .How to keep my points.

SKILLS

MS-PowerPoint

Intermediate

MS-Word

Intermediate

HTML

Beginner

English Proficiency (Spoken)

Intermediate

English Proficiency (Written)

Intermediate

Hindi Proficiency (Spoken)

Advanced

Hindi Proficiency (Written)

Advanced

Sketch

Intermediate

Spanish Proficiency(Spoken)

Beginner

Spanish Proficiency(Written)

Beginner

ADDITIONAL DETAILS

Author of anthology of poetry 'December Diaries'.

Co-author in three anthologies 'Masked Desires', 'Ishq e Shahar mein', and 'Epistles to the one'.