

# Akanksha Singh

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📍 Dhanbad, Jharkhand

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## 📄 PROFILE

I am Looking for opportunities to build my career that would help me in achieving my dream job. I am exceptional with hard working nature along with good communication skills to explore the requirements.

## 🎓 EDUCATION

06/2015 – 08/2018  
Hazaribagh, India

**Vinoba Bhave University**  
B.com Hons. (Accountancy)  
SGPA - 70%

04/2014 – 04/2015  
Dhanbad, India

**Rajkamal Saraswati Vidya Mandir**  
12th CBSE Board  
Percentage- 81%

04/2012 – 04/2013  
Dhanbad, India

**Rajkamal Saraswati Vidya Mandir**  
10th CBSE Board  
CGPA-8.8

## 💼 PROFESSIONAL EXPERIENCE

01/2023 – 05/2023  
Dhanbad, India

**Online English Teacher, Planet Spark**  
Edtech company located in Gurugram.  
Deals with speaking skills of students and youngster's  
Work from home

09/2022 – 12/2022  
Dhanbad, India

**Associate Recruiter (Internship), Exotic Learning**  
Company located in Lucknow.  
worked as Recruiter  
Took Interview  
Work from home

06/2019 – Present  
Dhanbad, India

**Part Time Teacher**  
(Tutor)

## 💻 SKILLS

Communication and Interpersonal skills

Relationship Management

Time Management

Critical Thinking and Problem solving

Financial Analysis

Teamwork and Collaboration

Accounting

Customer Service

## 💻 IT SKILLS

MS OFFICE (Excel, PowerPoint, Word)

## 🏃 EXTRACARRICULAR ACTIVITIES

Adobe Photoshop, WordPress, Painting, Reading books, Sports, Graphic Designer,  
Writing Articles, Content Writing, Modern Art

## 📄 CERTIFICATES

Diploma in Painting

Tally GST

## 🌐 LANGUAGES

Hindi

English