

RESUME

NAME :- RANI MISHRA

PHONE NO :- 7703889619

EMAIL ID :- ranimishra756@gmail.com

OBJECTIVE

A career with a progressive organization that will use my education, skill, abilities and experiences in an executive capacity, where I can effectively contribute to operations in any capacity that matches my skills.

EDUCATION

- **UNIVERSITY OF DELHI**

B.com program

2018-2020

- **CBSE BOARD**

12th passed

2018

- **CBSE BOARD**

10th passed

2016

TECHNICAL QUALIFICATION

- 3 Month's Domestic Data Entry Operator from "Aatmanirbhar Computer Training Center" Madangir 2019, New Delhi.
- MS-WORD
- MS EXCEL
- POWERPOINT
- EMAIL WRITING
- CURRENT TYPING SPEED(25wpm) ACCURANCY:(90%)

KEY SKILLS

- Good communication skills
- Coordination
- Leadership
- Punctual

PERSONAL DETAILS

- Father's Name: - Shailendra Mishra
- Atl. No:- 7703889619
- Address: - House No 217, Devli

- D.O.B: - 27 Nov 2000
- Gender: - Female

DECLASRATION

I hereby declare that the above information and true, correct and complete to best of knowledge and belief.

Place: -

Date: -