

Deepanshi Shrivastava

Agrsen Colony Gejha Road, Bhangel

Sec 110, Noida (U.P.)

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Objective: Seeking a challenging position in an organization where my acquired skills and knowledge can be utilized to the fullest of my abilities.

Self Assessment: Clarity of Thoughts & Expression, positive Mental Attitude, spirit of perseverance and an ardent learner.

Educational Qualifications

- Pursued B.Com from Shyam Lal (University of Delhi).
- Intermediate passed from C.B.S.E. board, Maharishi Vidya Mandir NOIDA U.P. in 2014.
- High school from C.B.S.E. board, Maharishi Vidya Mandir NOIDA U.P. in 2012.

Short Term Courses

- Pursued short term Course in spoken English from Dayalbagh Educational institute NOIDA: August 15.
- Pursued short term Course in Tally Erp 9 from Jabalpur Institute of computer and science, Jabalpur: July 17.

Skills

- MS Office: MS word, MS excel, MS PowerPoint, etc.
- Secretarial Practice.
- Communication, Shorthand.

Experience

- Working as an office executive in Tracksun Solar Pvt. Ltd. Delhi from October, 2019 to 30 April 2020.
- Worked in Gracious Convent School, Jabalpur M.P. as Administrative Executive and as well as the Middle Class Teacher from June, 2016 to October, 2019
- Worked as Data entry operator At Reliance Company in NOIDA in 2015.
- Worked as Relationship Executive at Pramati care Pvt. Ltd in Delhi in 2014.

Achievements

- Rendered a song in a cultural event at DEI Noida in 2015.
- Awarded for National level singing competition in Hyderabad in 2012.
- Awarded for National level singing competition in Bhopal in 2008.
- Awarded for International 12th All India Women Folk Dance competition at Taal Katora stadium in New Delhi in 2007.

Personal details

Father's name : Mr. Pradeep Shrivastava
Mother's name : Mrs. Pushpa Shrivastava
Date of birth : 06 November, 1997
Permanent Address : Sai Vihar Colony, Suhagi Jabalpur (M.P.)
Nationality : Indian
Marital status : Unmarried
Language known : English, Hindi
Hobbies : Listening to music, Singing, Reading

Declaration

I declare that the information given above is true to the best of my knowledge and belief.

Deepanshi Shrivastava