

Curriculum Vitae

Shivani Bisht

D/o Dayal Singh Bisht

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CAREER OBJECTIVE

To make a sound position in the corporate world and work enthusiastically to achieve the goal of the organization with devotion and hard work.

ACADEMICS

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|--|-----------|
| ➤ B.A. English (Hons.), University of Delhi
School of Open Learning | 2014-2017 |
| ➤ Higher Secondary (12 th) , CBSE | 2013-2014 |
| ➤ Matriculation (10 th), CBSE | 2011-2012 |

PROFESSIONAL QUALIFICATIONS

- Certification in Digital Marketing from Delhi Institute of Digital Marketing, Associated with Google Partners.
- One year Diploma in Office Management from YWCA of Delhi.

INTERSHIP

News24 (Media Channel) from 1st of July, 2019 – up till now.

EXPERIENCE

Worked in Dedicated Freight Corridor Corporation of India Limited (Under Ministry of Railways), Pragati Maidan as an Executive Assistant/Stenographer from 01st December 2017 to 31st March 2019.

SKILLS

- Digital Marketing
- Search Engine Optimization (SEO)
- Social Media Marketing (SMM)
- Sound knowledge of AdWords
- Web analytics
- Basic knowledge of developing website and blogs on Wordpress.

PERSONAL ATTRIBUTES

- Confident
- Keen and Quick Learner
- Friendly Behaviour
- Positive Attitude
- Hardworking

PERSONAL DETAILS

Father's Name	: Dayal Singh Bisht
Mother's Name	: Pushpa Bisht
Date of Birth	: 18.02.1996
Nationality	: Indian
Marital Status	: Single
Languages known	: English, Hindi
Gender	: Female
Current Address	: H.No. 15, Street No. 7, East Guru Angad Nagar, Delhi-110092

DECLARATION

I solemnly declare that all the information given above is true to the best of my knowledge.

Date :

Place: Delhi

(Shivani Bisht)