

# Archana Kushawah

## **Executive assistant**

Noida, Uttar Pradesh

[archanasingh4698\\_6uw@indeedemail.com](mailto:archanasingh4698_6uw@indeedemail.com)

08957049104

1. Team leader.
2. Data handling.
3. Executive assistant.
4. Office management.
5. Office automation

Willing to relocate: Anywhere

## Work Experience

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### **Associate executive**

Tech mahindra - Noida, Uttar Pradesh

September 2019 to Present

1. Team leader.
2. Office automation.
3. Maintaining records.
4. Office management
5. Data handling.

## Education

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### **Master's in Arts**

Kanpur university - Noida, Uttar Pradesh

January 2020 to Present

## Skills / IT Skills

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- Office management