CURRICULAM VITAE

## *ABHISEK MISHRA*

## *Email Id*: - abhisekmishra3087@gmail.com

***Contact no***: - 08759010538

Objective: - I get self satisfaction by giving my performance to be judged by the authority who hired me and can excel and adopt to new skill which I learn in everyday working and experiencing with the authority I am attached.

***Educational Qualification***: - **Class 10th** - **ICSE** - 52%

**Class 12th** - **CBSE** – 64%

**Graduation** – **CMJ UNIVERSITY** – 69%

***Strengths****: -* **Communication** - Deals with internal and

External customers at all levels via telephone

And email, to ensure successful communication

Via actively listening and probing questions.

**Problem solving** - Resolves in-depth queries in a

Methodical manner independently and with

Internal and external business partners to find

Appropriate resolutions, efficiencies and high

Level of quality.

**Team Player** - Enjoys sharing knowledge and

Encouraging development of others to achieve

Specific team goals.

**Planning and organizing** - Refined planning and

Organizational skills that balance work, team

Support and ad-hoc responsibilities in a timely and

Professional manner.

***Software’s known***: - well Versed in Microsoft Word, Microsoft Excel,

Tally Erp.

***Extracurricular activities***: - Participated in college sports activity and

Was player of college cricket team. I also

Participated for the social cause being part

Of social activity of the college.

***Hobbies:*** - Social activities like participating in any work

For the society, playing sports like Cricket &

Football. Other interests are reading and listening

Music.

***Experience:*** - 3 Year experience as Hr Assistant

Cum Cashier In J.J Expo-Impo, noida. (5th

Sept, 2013 to 20th sept, 2016)

***PERSONAL DETAILS***

Name: - Abhisek Mishra

Date of birth: - 30th December 1987

Father’s name: - Bijesh Mishra

Gender: - Male

Religion: - Hindu

Nationality: - Indian

Marital Status: - Single

Languages Known: English, Hindi, Bengali

## *DECLARATION*

## I hereby affirm that the information in this document is true and to the best of my knowledge.

Date: -

Place: - (SIGNATURE)