**CURRICULUMVITAE**

**Aarti Mishra**

H no.513 Street No- 6

BrahmpuriGhookna

Ghaziabad-201003

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* **Career Objective:-**

To sustain myself in the field of front office executive/reception and clerical jobs and to myself as resource for all kind of challenging jobs upgrading knowledge & skill time to time.

* **Academic Qualification;-**
* High School Passed from U.P Board Allahabad with IIndDiv in 2004.
* Intermediate Passed from U.P Board Allahabad with IstDiv in 2006.
* B.A Passed from C.C.S University Meerut with IIndDiv in 2009.
* M.A (Economics) from C.C.S University Meerut with IIndDiv in 2011.
* M.A (English) from C.C.S University Meerut with IIndDiv in 2013.
* **Exposure to computer;-**
* Diploma in **Computer Application** from **Arihant Computers** Ghaziabad with Ist Division.
* **Software Covered;-**
* Internet, MS Word, MS Excel, Erp.
* **Working Experience;-**
* As a **Receptionist** in **Hi-Tech Engineering college** Meerut Road Ghaziabad from April 2008 to January 2011.
* As a **Customer Care Executive** in **Kent RO System Ltd** corporate office Noida from May 2011 to August 2014.
* As a **Receptionist** in **DharampalSatyapal Ltd.** on contract basis **(Tariyal Enterprises, Mayur Phase-III)** from October 2014 to March 2018.
* Presently working in **Rising Sun ASPL Noida Sec-63,** As a **Receptionist** from 29 June 2018 till now.

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* **Job Profile;-**
* To handle the reception, front desk, correspondence, customers and office administration independently.
* **Hobbies;-**
* Study, Reading, Dancing, Cooking & Net Surfing
* **Personal details;-**

Name ; Aarti Mishra

Date of Birth ; 3 March 1991

Fathers Name ; Mr. V.P Shastri

Marital Status ; Married

Nationality ; Indian

Language : Hindi & English

Date;-

Place:- Ghaziabad **Aarti Mishra**

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