

ABHILASHA SINGH

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CAREER OBJECTIVE

Seeking a position to direct my energy and skills towards innovations in a reputed industry, this offers professional growth while being resourceful, innovative and flexible for the company.

SUMMARY

- A competent professional with seven years of experience to maintaining requirements in an educational institute as well as verification analysis in legal system.
- Result oriented achiever with excellent track record for identifying opportunities for accelerated growth.
- Adaptable and a quick learner with skills to work under pressure.

PROFESSIONAL EXPERIENCE

Verification Executive [Janaury 2021-Present]

- Currently working in High Court of Allahabad on adhoc basis.
- This role inculcates the verification of files on a digital mode with data entry also wherever required in the process with various legalities.

Assistant Manager (Administration) [June 2017-April 2020]

- Worked in Dhyeya IAS Coaching at Prayagraj.
- The task of maintaining the effective counseling of learners, handling educational administration, ensuring growth based cashflow of the branches allocate and maintain communication with learners.

Front Office Executive [January 2016-March 2017]

- Worked in Discovery IAS Academy at Prayagraj.
- Working for enquiry generations, inducting information to candidates for admissions and

conducting post enrollment work.

- Firstly worked as an Editing Intern (Part Time) in MNNIT having six months of experience.

EDUCATIONAL QUALIFICATION

- Pursuing LLB from Allahabad State University.
- Master of Arts from Allahabad University With 58% in 2014.
- Bachelor of Arts from Allahabad University With 59% in 2012.
- 12th from I.S.C Board with 65% in 2009.

PROFESSIONAL QUALIFICATION

- 'O' Level
- Data Entry
- Course in Computer Concepts

TRAINING

- Certified in Business Correspondence / Business Facilitator Program by NSDC.
- Certified in Digital Marketing from Internshala.

KEY SKILLS

- Highly determined and good in public relation
- Team Management
- Interpersonal skills
- Good analytical and problem solving
- Attention to detail
- Flexible

HOBBIES

- Reading
- Writing
- Travelling

PERSONAL DETAILS

Father's name - Mr. Rajesh Kumar Singh

Mother's name - Mrs. Anju Singh

Date of Birth - 08-Dec-1991

Language Proficiency - Hindi & English

DECLARATION

The information provided above is accurate to the best of my knowledge.

Date:- **February 2024**

Place:- **Prayagraj**

Abhilasha Singh