

Diksha Awasthi

Mobile: +91 8860615234 ~ **E-mail:** dikshaawasthi27@gmail.com

Address: B1/1309 SCC Heights Raj Nagar Extension, Ghaziabad 201001

Seeking for entry level and challenging role in service industry

KEY SKILLS

- Proficient in MS office
- An effective communicator with excellent interpersonal, logical thinking & analytical abilities.
- Excellent Documentation Skills
- Customer relationship management
- Positive attitude towards work

WORK EXPERIENCE

1 year Experience Medical Record Department As Data Operator In RGSSH

1 year Experience Backend and Package Building As Travel Agent in White Whale Holiday Tours and Flight India Private Limited

EXTRACURRICULAR ACTIVITIES

➤ Completed Level-2 in INFORMATION TECHNOLOGY from NSQF

ACADEMIC CREDENTIALS

➤ **10+2** | Bal Jagat Senior Secondary School | CBSE Board | 2021

➤ **10** | Govt. Girls Senior Secondary School | CBSE Board | 2019

➤ **Pursuing Graduation From Sri Aurobindo College**

PERSONAL DETAILS

Date of Birth : 27th October 2002

Languages Known : English, Hindi

Gender : Female

Hobbies : Learning new languages; reading books