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|  | **ANUSHIKA** |
| OBJECTIVEGoal -oriented & enthusiastic graduate looking for an opportunity to launch my career in desired field. With a solid foundation in relevant skills or qualifications. I am eager to contributed to a dynamic team learn from experienced professional & work achieving both personal and organizational goal.Contact**PHONE:**8273539696**DATE OF BIRTH:**18 FEBRUARY1995**E-MAIL ID:**anushikashyap36@gmail.com**SOCIAL SITE LINK:**<https://www.facebook.com/profile.php?id=100008999598275&mibextid=ZbWKwL><https://www.instagram.com/anushikashyap2?igsh=MTVpNXFqcWFoa3p3cw===>**LANGUAGES:**Hindi, English**STREANTH:**Work well under pressure.Quick learner.**HOBBIES;**TravelingLearning New ThingsHindi, English**Address; -** 94/23, Laxmi Vihar Kanker Khera Meerut State: -Uttar Pradesh Pin Code: - 250001**NATIONALITY**INDIAN**FATHERS NAME** Mr. Mukesh kashyap |  | EDUCATION* **M.com [Private]-**Accounting Management

**CCS University Meerut [UP] Jan2020 -July2021.*** **BBA –** Business Management

**CCS university Meerut [UP]AUG2014-2017.*** **High School & Intermediate -**Commerce

**From UP- Board July2011 -June 2013**WORK EXPERIENCE* **Administrative Executive, -Shine Future Immigration Consultancy**

**16aug2022 -Jan2024 [Meerut Up.]*** Handling Confidential information with utmost discretion ensuring sensitive date was protected from unauthorized access.
* Implemented document management system that stresmlined filing processes &facilitated easy retrieval of information.
* Managed high- level executive calendars, prioritizing appointments & meetings to optimize time management.
* Maintained comprehensive records of customer interactions & transactions, ensuring all sensitive information was handled securely & responsibly.
* **Tele sales counselor- Raman Maritime Academy,Panchwati Campus**

 **Mar2019 -Sep2020*** Team collaboration, target and reporting
* Maintain accurate & updated customer records in the CRM system
* Explain effectively & positively about company services.

CERTIFICATES & SKILLS* Multifunction Office Associate Course (Code- MEP/Q0205) At Pratham Vandana Kumar Skilling Center, From Dehradun, UK. 1St may 2024 to 30 june 2024.
* Food & Beverage Service- Steward- (THC/Q0301) At Pratham Vandana Kumar Skilling Center, From Dehradun, UK 1ST March2024 To 30april 2024.
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