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|  | **ANUSHIKA** | |
| OBJECTIVE Goal -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](mailto: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;**  Traveling  Learning 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. | |