

RESUME



ARCHANA DWIVEDI

Address: D/O Mr. Mahendra Nath Dwivedi
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CAREER OBJECTIVE

To be associated with a progressive organization that gives scope to apply my knowledge and skills, to benefit me as well as the enterprise, thus developing my potential further and dynamically work towards the growth of the organization.

ACADEMIC CREDENTIALS

EXAMINATION	BRANCH	PERCENTAGE	BOARD/UNIVERSITY	YEAR
High School	Basic	55.1	CBSE	2010
INTERMEDIATE	COMMERCE	72%	UP STATE BOARD	2013
POLYTECHNIC	Modern office management	63%	BTEUP	2013-15
B.Com	Accounts & statistics, Business administration, Economics	53.33%	DDU Gorakhpur University, Gorakhpur	2015-18
M.Com	Accounts and business	appearing	DDU Gorakhpur University, Gorakhpur	2018-20

COMPUTER SKILLS

- * Microsoft office
- * C++
- * Tally
- * basic computer knowledge

EXPERIENCE

- *4 years of teaching experience as a tutor
- *teach upto class 10th (all subject) specialization in English, Computer, Hindi and Science

EXTRA – CURRICULAR ACTIVITIES

- * Participate in various sports events in school and college level are-
In Disk throw secured Second position in college and Jumbling also.
- *Participated in SUPW (Social Unit Project Work)
- *Participated in debate at college on the topic of “Co- Education” in colleges
- *industrial visit at Saharanpur in “various printer” organisation

LANGUAGE KNOWN

- * English
- * Hindi

PERSONAL INFORMATION

Father’s Name:	Mr. Mahendra Nath Dwivedi
Date of Birth:	12 th jan 1996
Sex:	Female
Marital status:	unmarried
Permanent Address:	Avas vikas colony, kunraghat Gorakhpur,(U.P) 273008

HOBBIES

- * Teaching
- * Social Works
- * playing outdoor games

DECLARATION

I hereby declare that all the above-mentioned facts and information are true to the best of my knowledge.
I will be solely responsible for any discrepancy found in them.

Date:
Place: Gorakhpur

(ARCHANA DWIVEDI)
