

KASHISH DENDONA

PROFILE

To work in learning and challenging environment, utilizing my skills and knowledge to the best of my abilities and contribute positively to my personal growth as well as growth of the organization.

Additionally, I am Proficient in Spanish Language Skills, including reading, writing, and speaking, with a solid understanding of grammar and vocabulary.

CONTACT

PHONE:
9582495205

EMAIL:
Kashishdendona34@gmail.com

ADDITIONAL SKILLS

Teamwork Skills
Strong Interpersonal Skills
Quick Learning Ability
Flexibility and Adaptability
Communication Skills

EDUCATION

- ❖ 10th Passed from C.B.S.E. Board
- ❖ 12th Passed from C.B.S.E. Board
- ❖ Graduation from Shyam Lal College (B.A Programme) (University of Delhi) (CGPA-7.894)
- ❖ Certification in Spanish from University of Delhi
- ❖ Diploma in Spanish from University of Delhi
- ❖ Advanced Diploma in Spanish from University of Delhi

WORK EXPERIENCE

British Council Management Services- (Clerical Associate)- October 2023- Present

- ❖ Responsible for day-to-day analysis of MIS Reports.
- ❖ Follow up and coordination with cross functional teams to ensure timely flow of MIS.
- ❖ Evaluation of IELTS examination according to prescribed policies and standards of Cambridge.

SKILLS

