

WORK EXPERIENCE

Data Entry Cadd Centre Ballia, Ballia Data entry of students those who take admission in our centre	Apr 2023 - Aug 2023
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EDUCATION

Bachelor of Business Administration (B.B.A.), Commerce Goel Group Of Institution's Lucknow	2021 - 2024
ADCA (Advance Diploma In Computer Applications) Cadd Centre Ballia	2023 - 2024
Senior Secondary (XII), CBSE St Xavier's School Percentage: 66.00%	2021
Secondary (X), CBSE St Xavier's School Percentage: 60.00%	2019

SKILLS

- English Proficiency (Written)
 - Event Management
 - Hindi Proficiency (Written)
 - HTML&CSS
 - Tally
- English Proficiency (Spoken)
 - MS-Office
 - MS-PowerPoint
 - MS-Word
- Effective Communication
 - Hindi Proficiency (Spoken)
 - MS-Excel
 - HTML