

CURRICULUM VITAE

RIYA KAMRA

Shivalik Apartment, Flat-73

IP Ext., East Delhi

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CAREER OBJECTIVE:

Aspiring to build a future by working in an organization where my skills and values can be utilized for enhancing my own as well as the organization's growth.

ACADEMIA:

- B.Ed from Lucknow University with an average 70% till date.
- M.com from Lucknow University in 2018 with the average 67%.
- B.com from Lucknow University in 2016 with 58.3%.
- Intermediate from CBSE Board in 2013 with CGPA 8.2.
- High school from CBSE Board in 2011 with 66.2%.

EXPERIENCE:

- Taught 1st class Maths and English (online mode) during B.Ed 4th Sem.
- Worked in Amity University as staff from June 2019 to September 2020.
- Completed 6 months internship from Sherwood College of Management.

ACCOLADES:

- HRM Certificate by attending seminar of HR in **Amity University**.
- N.S.S Certificate.
- CCC Certificate from NIELIT.

COMPUTER PROFICIENCY:

- Accomplished computer fundamental course from UPTEC.
- Accomplished course of tally with GST from LINET.
- MS Excel.
- MS Word.
- MS Power Point.

STRENGTH:

- Quick Learner.
- Adaptability.
- Good Communication Skills.
- Diligent.
- Leadership.
- Administrative Skills.

HOBBIES:

- Exploring things.
- Drawing.
- Reading Books.
- Listening Music.

PERSONAL INFORMATION:

FATHER'S NAME : Mr. Dinesh Kumar Kamra
DATE OF BIRTH : 23rd January 1996
SEX : Female
MARITAL STATUS : Married
LANGUAGE KNOWN : Hindi & English
NATIONALITY : Indian

DECLARATION:

I hereby declare that all the information written above is true to my knowledge and belief.

DATE:**PLACE:****(RIYA KAMRA)**