

Akanksha Singh

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CAREER OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

EDUCATION

Degree/Course	Institute/College	University/Board	Year of Passing
MBA (HR)	College Of Management of Business Administration & Entrepreneurship	Dr. Rammanohar Lohia Awadh University Ayodhya (224001)	2021
M.Com	K.S.SAKET P.G COLLEGE AYODHYA Faizabad	DR. Rammanohar Lohia Awadh University Ayodhya (224001)	2019
B.Com	JHUNJHUNWALA MAHAVIDYALIYA DWARIKAPURI FAIZABAD	DR. Rammanohar Lohia Awadh University Ayodhya (224001)	2017
12th	Anil Saraswati Vidya Mandir Faizabad	C.B.S.E BOARD	2014
10th	Anil Saraswati Vidya Mandir Faizabad	C.B.S.E BOARD	2012

COMPUTER KNOWLEDGE

CCC	CCC is Course on Computer Concepts. National Electronics & Information Technology Institute is working under the Ministry of Electronics & Information Technology, Govt. India is implementing the CCC system for the common people.
Tally ERP.9	ERP 9 is one of the most popular accounting software used in India. It is complete enterprise software for small & medium enterprises. Tally. ERP 9 is a perfect business management solution and GST software with an ideal combination of function, control, and in-built customisability.
Ms Office Automation	Make a document that can import information from other systems, such as databases, Excel workbooks, etc. Create worksheets that can validate themselves before saving. Automate documents so that when you save them, they will save their information into a database.

SKILL

- ◇ Communication
- ◇ Leadership
- ◇ Time management
- ◇ Critical thinking
- ◇ Problem-solving

HOBBY

- ◇ Story Writing
- ◇ Listening music
- ◇ Reading book
- ◇ Social working

LANGUAGE

- ◇ Hindi
- ◇ English

STRENGTH

- ◇ Creative
- ◇ Leadership
- ◇ Problem solving
- ◇ Team work
- ◇ Hard working

PERSONAL DETAILS

Address	House No.2/1/61 New Civil Line Roadways, Argara Mohalla Faizabad, Uttar Pradesh, 224001
Date of Birth	24/07/1997
Gender	Female
Nationality	India
Marital Status	Single

DECLARATION

I hereby declare that the above information is correct to the best of my Knowledge.

Akanksha Singh