

## CURRICULUM VITAE

**RICHA BAJPAI**

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**Address:** Shahjahanpur-242001

### **Career Objective**

Intend to build a career with leading organization with commitment and dedication, which will help to create an atmosphere for potentiality, efficiency and elevation of the career.

### **Educational Qualifications**

EXAM	INSTITUTE	BOARD/UNIVERSITY	YEAR
MBA (PERSUING)	SRM BUSINESS SCHOOL, LUCKNOW	DR. APJ ABDUL KALAM TECHNICAL UNIVERSITY, LUCKNOW	2022-24
B.com HONOURS	SSPG COLLEGE, SHAHJAHANPUR	Mahatma Jyotiba Phule Rohilkhand University, Bareilly	2019-22
12th	DON & DONNA CONVENT, SHAHJAHANPUR	ISC BOARD	2018-19
10th	PADMAWATI ACADEMY, BAREILLY	CBSE BOARD	2016-17

### **Skills**

- Willingness to learn.
- Effective verbal and written communication.
- Ability to deal with people diplomatically.
- Competent in using Microsoft Office products and email systems.
- Works effectively under pressure to meet the bank requirements.
- Time Management.

### **Technical Skills**

- MS Office, Power Point, MS Excel
- Knowledge of computer concepts

### **Extra Curricular Activity**

- Represented for badminton .
- Organizer of college event activities.

### Hobbies

- Reading Books
- Listening Music
- Singing

### Personal Details

Date of Birth: 24-01-2002  
Nationality: Indian  
Marital Status: Unmarried  
Languages Known: Hindi, English

### Training & Certificate

IP Awareness/Training Program under NATIONAL INTELLECTUAL PROPERTY AWARENESS MISSION

### STRENGTH

- Communication skills
- Flexibility & Adaptability
- Leadership

### Declaration

I hereby declare that the information provided above is true and the best of my knowledge.

**RICHA BAJPAI**