



Archana Singh

Vijay Nagar Nilmatha, Lucknow
9696883279 | archana.unique18@gmail.com
in www.linkedin.com/in/ archana-singh-672

Personal Details

- Marital Status : Unmarried
- Religion : Hindu
- Gender : Female
- :

Objective

Securing a stable Career opportunity to fully use my education and skills while making a significant contribution to the company welfare.

Experience

- **TopTrove Foundation** 16/6/24 - 7/7/24
HR Internship

Education

- **Shri Ramswaroop Memorial University** Pursuing
MASTER OF BUSINESS ADMINISTRATION
- **Lucknow University** 2021
BACHELOR OF ARTS
- **Army Public school** 2018
INTERMEDIATE
- **Army public school** 2015
HIGH SCHOOL

Skills

- Knowledge of Ms Excel
- Knowledge of Chat GPT
- Understanding of Power BI
- Strategic Thinking
- Teamwork
- Communication

STRENGTH

- Enthusiastic and Hardworking
- Excellent in Decision making ability
- Possess Positive Attitude
- Responsible towards work
- Self Motivated and directed

Achievements & Awards

- CCC Certificate
- NCC 'A' Certificate
- Dance competition
- Class Monitor

Interests

- Love to interact with people
- Traveling

Languages

- English
- Hindi

DECLARATION

- I hereby declare that the information provided above is true to the best of my knowledge

A handwritten signature in black ink, appearing to read 'Archana'.

ARCHANA SINGH