

## **CURRICULUM VITAE**

### **ARCHANA SINGH**

Poore-Hinchcha, Mandhata, Pratapgarh.

Uttar Pradesh (230402)

e-mail: [archanayadav3101@gmail.com](mailto:archanayadav3101@gmail.com)

Mob-9569744586

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### **CAREER OBJECTIVE**

To work in a stimulating environment and enhance my knowledge as well as skills to serve the organisation and utilise the efforts in best possible way.

### **EDUCATIONAL QUALIFICATION**

- UPTET and CTET QUALIFIED (Primary and Upper Primary) in the year 2022.
- Completed D.El.Ed. from Ma Vaishnavi Degree College ,Tharvai with 88% in the year 2021.
- Pursuing O Level from Nation Genius Institute of Technology ,Rasulabad.
- Passed CCC with C grade in the year 2019.
- Completed MBA from Shambhunath Institute of Engineering and Technology in the dual specialisation of Finance as major and Human Resources Management as minor specialisation with 75% in the year 2018.
- Completed B.Com from the University of Allahabad with 54%. in the year 2016.
- Completed Intermediate (Commerce) from Kendriya Vidyalaya (Ordanance Factory) Bhusawal with 74% in the year 2013.
- Completed Highschool from Spring Dale College Indiranagar Lucknow with 84% in the year 2011.

### **SKILLS**

- Worked as proof reader for english test papers.
- Computer-typing fluency in English.
- Good communication skill with English fluency.

- Self confidence and ease to learn and work in a team.
- Commitment towards work and determination.

### **PERSONAL PROFILE**

Date of Birth : 31<sup>st</sup> January,1996.  
Marital Status : Unmarried  
Father's Name : Mr.Rajendra Singh  
Languages Known : Hindi and English  
Hobbies : Gardening , craft-making ,reading

### **WORK EXPERIENCE**

- INTERNSHIP (3 months) as Business Development Executive at Sharekhan Ltd.
- Job Experience (9 months ) as Business Development Executive in Aurostar Financial Advisory.
- In the academic year 2018-19 worked as Trained Graduate Teacher in Gurukul Montessori School.
- In the academic year 2019-20 worked as Post Graduate Teacher in Kaushambi Public School.
- Worked as english faculty and proof reader for test papers in Major Kalshi Classes, Prayagraj( December 2020-December 2021.)

### **DECLARATION**

I hereby declare that the information conveyed are true to the best of my knowledge.

DATE :

PLACE:

(ARCHANA SINGH)