



# SHWETA MISHRA



## About me

*I am able to handle multiple task on a daily basis. I am a creative and dependable person who is great at time management. I am honest and trustworthy*

## Personal Info

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22, New Palasia Indore



## Experience

2018- 2020 Admin

Worked as a Admin at Anand Automobile, Jabalpur

Responded to customer inquiries and requests and issues in a timely and efficient manner to resolve customer concern. The leadership to organize the office .

2017 - 2018 HR Assistant

Worked as a HR Assistant at Arena

Consultancy for 1 year, handling hiring, process, application, screening.

Maintain on going accounts of over 100+ customers accounts records maintain on tally software .

2016 - 2017 Team leader

Worked as a Team leader at Arena Consultancy.

personalized and polite service to ensure customer satisfaction.



## Education

2011 - 2014

Bachelor of commerce in computer application from Maharishi University 73%

2018 - 2020

Master of Commerce in Computer Application from Maharishi University 78%

## STRENGTH

- ✓ Adapt to changes ,demands and condition
- ✓ Team management
- ✓ Ability to solve problem
- ✓ Decision making
- ✓ Co-operative nature

## Languages

ENGLISH ★★★★★

HINDI ★★★★★★

## EXTRA CURRICULAR ACTIVITY

Achieved NCC "C" Certificate

Achieved Application of Managerial Tactics Certificate

Achieved volleyball Competition 1<sup>st</sup> rank Certificate

# Computer Skills

Microsoft Soft Office



Tally



## CERTIFICATION

**Diploma in computer application**  
Dr. C.V. Raman University

**Certificate course in Financial Accounting**  
Conducted by AISECT

**Desktop publishing (D.T.P.)**  
By National Small Industries Corporation

## DECLARATION

“A declaration is a statement that assures that everything written on my resume is true and fully acknowledged by me.”

DATE :-

PLACE :-

**Signature**