

CURRICULAM VITAE

Mrs. Akansha Mittal

Add. : 1009, Desire Residency Society,
Ahinsa Khand 2, Indrapuram,
Ghaziabad-201014

Mobile : 7906872164

Email : rbsakansha0304@gmail.com

D.O.B. : 03.04.1995

EXPERIENCE

- 1 Year experience as a Tele-caller and Data Analyst in Vision India Pvt. Ltd. (From July 2018 to May 2019)
- 1 Year experience as a Admin Executive in Spingo Foods Pvt. Ltd. (From July 2019 to September 2020)
- 2 Year Experience as a HR Executive in Cosmictch Builders Pvt. Ltd. (From May 2022 to Jan 2024)
- 7 Months experience as a HR Executive in V Care Hospitality India Pvt. Ltd. (From March 2024 to May 2025)

CARRIER OBJECTIVES

To employ my knowledge and potentials with the intention of securing a professional carrier in a reputable organization to expand my learnings, knowledge and skills to have an opportunity for challenges and career enhancement while making a significant contribution to the success of the organization.

PROFESSIONAL STRENGTHS

- Good Verbal communication and typing skills
- Willingness to take initiatives and work with a team.
- Service focused.
- Working efficiently under strict deadlines
- Positive thinking, high work motivation and accommodative personality.

PROFESSIONAL SKILLS-

- Preparation of Attendance Records of sites on a Monthly Basis
- Preparation of Salary Slip and Offer Letter
- Organizing and Planning Events in Festival Occasion
- Schedule Interview after collecting data from the candidate selected for Interview like CTC, Notice Period, and Experience etc.

TECHNICAL SKILLS-

- Preparation of Attendance Records of sites on a Monthly Basis
- Preparation of Salary Slip and Offer Letter
- Organizing and Planning Events in Festival Occasion

- Schedule Interview after collecting data from the candidate selected for Interview like CTC, Notice Period, Experience etc.
- Certification course in M.S Office (Word, Excel, Power Point), Tally ERP 9 from Dr. B. R. Ambedkar Computer Saksharta Mission, Agra.
- Certification course in English Typing from Dr. B. R. Ambedkar Computer Saksharta Mission, Agra.

QUALIFICATION

Examination	College /School	University/Board	Year of Passing	%ge of Marks
Master of Business Administration	R.B.S Management and Technical Campus, Agra	AKTU, Lucknow	2018	62.6%
B.Sc (Biotechnology)	Dr. MPS Group of Institution, Agra	Dr. Bhim Rao Ambedkar University, Agra	2016	63.1%
Intermediate	Queen Victoria Girls Inter College, Agra	U.P Board, Allahabad	2012	60%
High School	Queen Victoria Girls Inter College, Agra	U.P Board, Allahabad	2010	58.0%

CO -CURRICULAR ACTIVITIES

- Certificate in Quiz from Hindustan College of science & technology Mathura.
- Certificate in road show from Queens Baton Relay Agra.
- Certificate in Present-O-Google from Hindustan College of science & technology Mathura.

SUBJECT AREA

- Human Resource Management
- Marketing

SEMINARS

- Seminar on Science & Technology Board from U.P.

HOBBIES

- Watching Movies & Listening Music.
- Passionate about sketching.

DECLARATION

I hereby declare that the information given above is true and correct to the best of my knowledge.

AKANSHA MITTAL