**Shivani Sharma**

**shivani.5601sharma@gmail.com**

**Contact: 7278373278**

**Experience - Fresher**

**CAREER OBJECTIVE**

**To work in a professional and challenging environment, demanding all my knowledge, skills and efforts to explore and adapt myself in different fields and realize my potential which would enable me as a fresh graduate to grow while fulfilling organizational goals and to get the opportunity for continuous learning.**

**BASIC ACADEMIC CREDENTIALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Schools/College** | **Board/University** | **Year** | **Marks** |
| **B.A (HONS) in English** | **Women's Christian College** | **University of Calcutta** | **2017-2019** | **77.8** |
| **ISC** | **St. Thomas’ High School** | **CISCE** | **2014** | **74.5** |
| **ICSE** | **St. Thomas’ High School** | **CISCE** | **2016** | **73.5** |

**Skills**

* **MS Office (Word, Excel, Powerpoint)**

**ACHIEVEMENTS & PARTICIPATION**

* **Participated in a Drama and Dance Group in the College fest.**
* **Organised College fest and Teachers Day Celebration successfully in college.**

**STRENGTHS:**

* **In Possession of a Pleasant Personality Complemented with a caring and responsible attitude.**
* **motivated focused and dedicated.**
* **Team Work and Interpersonal skills.**
* **Good communication skills.**

**PERSONAL DETAILS**

* **Father’s Name : Balbir Sharma**
* **Date of Birth : 12/05/1997**
* **Languages: English, Hindi & Bengali**
* **Interest & Hobbies: Watching educational and knowledge enlightening Programs, Listening Music , Swimming and Internet Browsing, Reading Story Books/Novels.**

**DECLARATION**

**I do hereby declare that the above information is true to the best of my knowledge.**

**Shivani Sharma**

**(Signature)**