

AMISHA JHA

14/14 Achal Tank East, Aligarh

Distt- Aligarh Uttar Pradesh

Pin Code- 202001

Mobile Number- 7417245535

Email- amishajhaalg@gmail.com

CAREER OBJECTIVE-To make use of my interpersonal skills to achieve the desired goal of the company. My aim is to learn everything and to gain knowledge about every work.

EDUCATIONAL QUALIFICATION-

<u>Year</u>	<u>Degree</u>	<u>School/Institute</u>	<u>%age/CGPA</u>
2020	B.Com(H)	Mangalayatan University	7.8 CGPA
2017	12 th	Delhi Public School, Aligarh	65%
2015	10 th	Our Lady of Fatima, Aligarh	6.6 CGPA

WORK EXPERIENCE-

- Have an experience of 6 months in (DCAA) Diploma in Computer Application & Accounting.
- (Basic Fundamental, Windows, MS-Office, Internet Manual Accounting, Tally 5.4, 7.2, 9.0 GST.)

BASIC SKILLS-

- Exceptional Communication Skills.
- Basic knowledge of Tally 5.5, 7.2, 9.0 GST.
- Basic knowledge of Internet Manual Accounting.

- Basic knowledge of MS-Office.

ACADEMIC ACHIEVEMENTS-

- Appointed as a House Captain in 12th standard as a leader.
- Awarded with the certificate of Full Attendance for continuously 4 years.(Which shows my punctuality).
- Winner of Intra-Class Group Discussion.
- Awarded with the participation of Marketing Quiz by IBM Department.
- 4th position in Group Dance Competition.
- 4th position in Inter House Competition Topic: Pioneers of Independence (ISA Activity).
- Awarded for the Appreciation of the Wonderful performance at “THE SECOND CONVOCATION-2014”.

EXTRA-CURRICULAR ACTIVITIES-

- Volunteer in Cine Sudarshan.
- Have participated in National Level Talent Search Examination organized by JCI INDIA.
- Participated in Gillett Guard ‘Safalta Apni Mutthi Mein’ Grooming Workshop at Mangalayatan University.
- Participated in the Skill Enhancement Workshop on Traditional and Contemporary Dance forms Tech Dance Fest 2019 at Mangalayatan University.

PERSONAL INFORMATION-

- Language Proficiency- English, Hindi.
- Gender- Female.
- Date of Birth- 9 June 1999.
- Father’s Name- Ajay Raj Jha.
- Mother’s Name- Preeti Jha.