

Shilpa Chauhan

Delhi, Delhi

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+91 85879 61968

To attain constant growth through intelligence & hard work.

Personal Details

Date of Birth: 1996-10-31

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Education & Instruction

Total years of experience: 7

Work Experience

TELECALLER & TYPIST

Amvarsh Education Pvt. Ltd

November 2020 to September 2021

Freelancer Typist

Metis Eduventures Pvt. Ltd

August 2020 to January 2021

Office Executive

Alternative Learning Systems Ltd

December 2019 to October 2020

Junior Assistant on Contract Basis

Kamala Nehru College - Delhi, Delhi

August 2016 to August 2019

from 22nd August, 2016 to 7th August, 2019.

Typist

Matrix Processing House - Delhi, Delhi

April 2014 to May 2015

Worked with Matrix Processing House, Kirti Nagar as a MIS Executive from 10th June, 2015 to

Business Development Associate

Wiltshire Academy Ltd - London

November 2021

Handling all type of students, managing data, booking demo, managing classes, software etc.

Education

B.A.

School of Open Learning, University of Delhi - Delhi, Delhi
2018

CBSE

Govt. Girls Sr. Secondary School - Delhi, Delhi
2014

CBSE

C.M. Model School - Delhi, Delhi
2012

M.A. in Political Science

IGNOU

Diploma in Computer Application in Computer Application

Infotech - Delhi, Delhi

Skills / IT Skills

- Microsoft Office, Adobe Pagemaker, emailing, telcalling, beckend etc
- Communication skills
- Computer skills
- English
- Hindi
- Typing
- Microsoft Excel
- Telemarketing