

Curriculum vitae

KRISHNA

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Career objective:

To get the Experience of working Environment in your Organization Implementing my Knowledge into Practice that can enhance my career. I want an Opportunity to work with esteemed Organization where my skills can be used for Growth for the Organization.

Educational background:

Qualification	Board / University	Year
LL.B (3 Years)	CCS University Meerut	2021
M.A (Political Science)	CCS University Meerut	2018
B.A	CCS University Meerut	2016
Intermediate	U.P. Board Allahabad	2011
High school	U.P. Board Allahabad	2009

Computer (IT) Forte:

- Certificate Course in Computer Accounting. (CCCA) with Certificate from RGCSM.
- **Installations:** Windows Version- Windows-7, 8, 10 & Software etc.
- **Typist - Hindi 35 WPM** Speed with certificate, **English 42 WPM** Speed.
- Computer Concept Course (CCC) with Certificate from NIELIT, New Delhi.
- 'O' Level Course passed from NIELIT, New Delhi.
- **ERP Vmedulife full functioning.**
- Website Developer (WordPress) with certificate from Learn Vern (Skill India), etc.

Work experience: PA to Director (6+ Years)

- **04 September, 2023 – Till Date**
Mangalmai Institute of Engineering & Technology, Gr. Noida.
Designation: - **PA to Director**
Work Area:-
 1. Social Media, Data Analysis, ERP, Advance Excel, Mail Merge, etc.
 2. Canva, Photoshop, Graphics, etc.
 3. Website work
- **28 March, 2022 – 01 August, 2023.**
SKCESHRIKRISHNA, Delhi.
Designation: - **Social Media Consultant**
Work Area:- Website Developer, SEO, SMO, Design Graphic, Social Media Handling Advertisement upload, Excel, Drafting Letters, Conducting Research on Internet.
- **01 June, 2019 – 10 August, 2020**
SKCNE (Affiliated UPSMFAC, Lucknow), Baghpat
Designation:- **PA to Director**
Work Area:- Website Developer (WordPress), Online Attendance Biometric, Design Graphic, Social Media Handling Advertisement upload, Advance Excel, Mail Merge, Drafting Letters, Canva, Photoshop, Graphics, etc.
- **01 December, 2018 – 20 May, 2019**
SMART CAREERS4U, Khekra
Designation:- **Social Media Consultant**
Work Area:- Data Analysis, Website Data and Graphic Advertise Banner (Design Canva Website) & advance excel etc.
- **09 September, 2016 – 31 October, 2018**
Shri Krishna College of Education, Baghpat
Designation:- **PA to Director**
Work Area:- Design Graphic, Social Media Handling Advertisement upload, Excel, Drafting Letters, Canva, Photoshop, Graphics, etc
- **02 August, 2014 – 01 August, 2016**
Data Entry Operator in Hindi & English Typing and Online Surfing from E-Tech Computer Education in Institute, Baghpat, Uttar Pradesh.

Extracurricular Activities:

- AISHE Portal Nodal officer (All India Survey on Higher Education) website on www.aishe.nic.in. from SKCNE, Baghpat

- Nodal officer at Attendance online Biometric Attendance website.
- Education Website Developer & Design (www.shrikrishnacollege.com, www.skceshrikrishna.com, www.profshashikant.in, www.skene.com, www.ccscolleraipur.com www.royalstudvedu1.blogspot.com) and portal updates daily.
- Photoshop, Canva Design, Social Short Video Editing, YouTube Upload Video & etc.

Computer skills:

- Proficient user of MS Office (Word, Advance Excel, Mail Merge, Power point,).
- Proficient user of Net.
- Proficiency in Typing.

Personal Information:

Father's name	: Shri Virendra Singh
Date of Birth	: 7 th July 1993
Marital status	: Married
Languages Skills	: Hindi & English
Hobbies	: Reading Books, social media
Mailing Address	: Beta-II, F Block, Greater Noida -210301

I hereby declare that the facts given in the resume are correct to best of my knowledge and belief.

Date:

Place:

(KRISHNA KHATANA)