

# Kavisha Mishra

Phone: +91-8937997707 E-mail: kavishamishra970@gmail.com

## Career Objective:

- To be a part of an enthusiastic work environment, where I can enhance my knowledge and apply my skills to accomplish organizational goals

## Technical Skills:

- **Office Automation** (MS Word, MS PowerPoint, MS Excel, Tally etc.)
- **Typing Hindi Typing speed 30 w.p.m**
- **Hindi Shorthand speed 80 w.p.m**

## Other Skills:

- Creative thinking
- Quick learner
- Good in logical reasoning

## Academic Background:

Qualification	Passing Year	Institution	Marks in %
BSc	2018	Bareilly College, Bareilly	70%
12 <sup>th</sup> STD	2015	Ram Bharose Lal Girls inter College, Bareilly	80%
10 <sup>th</sup> STD	2013	Aarya Putri Girls Inter College, Bareilly	76%

## Extra Curricular Activities:

- Planning and organization skills
- Leadership skills
- Communication and interpersonal skills
- Teamwork
- Determination and commitment
- Creative thinking and problem solving
- Patience
- Adaptability

## Hobbies:

- Fashion design
- Art and craft, Painting
- Reading
- Table tennis

## Personal Profile:

**Languages** : English, Hindi.

**Address** : Purani Chandmari near G.S.M inter College, Subhash Nagar, Bareilly( UP  
243001)