

SHIPRA CHAK

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07/07/1994



OBJECTIVE

To continue my career with an organization that will utilize my MANAGEMENT, & ADMINISTRATIVE skills to benefit mutual growth and success.

EXPERIENCE

- **Freelancer Tutor** 2017 - 2019
Freelancer tutoring to primary and junior class level students
- **Bright Land Public School Etah** March 2021 - March 2023
HR Administration and Office
Here I worked as HR Administration handling various roles and responsibilities of HR which includes both administration and recruitment

EDUCATION

- **ASSISI CONVENT SR. SEC. SCHOOL ETAH** 2011
High School
68.4%
- **ASSISI CONVENT SR. SEC. SCHOOL ETAH** 2013
Intermediate
58%
- **DR.BHIMRAO AMBEDKAR UNIVERSITY AGRA** 2017
BSC
61.61%

SKILLS

- Typing skills : 45 WPM
- MS office
- HR Administration
- Office Administration

CERTIFICATION

- HR using MS Excel for Human Resource Management
- Zero to Hero in Microsoft Excel: Complete Excel guide 2023

INTERESTS

- Exploring New Places
- Watching Movies
- Reading novels
- Listening Music

LANGUAGE

- English - Read , Write and Speak
- Hindi - Read, Write and Speak

Signature: _____

Shipra Chak

