



VIJETA MISHRA

CONTACT

Noida, India 201301

Mobile: 7982155974

vijetamishra314@gmail.com

WEBSITES, PORTFOLIOS, PROFILES

- gyanacdm.com

EDUCATION

May 2022

Bachelor Of Arts(DELHI

UNIVERSITY): Political History

DAV School, Sector-56 Noida

- Pursuing education in **DIGITAL MARKETING**

CERTIFICATIONS

- Google Certification , Digital Marketing

PROFESSIONAL SUMMARY

Dedicated Industry professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position. Ready to help team achieve company goals.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Multitasking Abilities
- Decision-Making
- Teamwork and Collaboration
- MS Office
- Good Telephone Etiquette
- Teambuilding
- Problem-Solving
- Written Communication

WORK HISTORY

July 2020 - Current

Business Owner, *Gyan Academy*, Noida, India