

LANGUAGE

HINDI

ENGLISH

EDUCATION

B.COM GRADUATE

DELHI UNIVERSITY
2017-2021

ANIT IN BANKING FINANCE

NIIT
2018-2020

COMPUTER OPERATOR & PROGRAMME ASSIT.

DON BOSCO TECHNICAL INSTITUTE
2016-2017

12 TH CLASS

CBSE BOARD IN 2016

10 TH CLASS

CBSE BOARD IN 2014

Phone

+91 7292078475

Email

shivikashyap199925@gmail.com

website

None

Address

H no. 62 Raja Mohalla, Village Jasola
New Delhi - 110025

SHIVANI KASHYAP

OPERATION EXECUTIVE

OBJECTIVE

Constant learning through preservance and pursuit of excellence are the modes by me to achieve professional acumen and meet the objective.

ABOUT ME

I am an enthusiastic individual with a great taste of learn new things and bring dynamic thoughts of life. I take some material, like to move it around, play with it absorb and synthesize. With that, I spire to move forward to the best of my caliber.

WORK EXPERIENCE

FRONT DESK EXECUTIVE - ADMIN (OCT 2023- APR 2024)

Anglian Infrastructure Developement Pvt. Ltd / New Delhi

Anglian Infrastructure Development Private Limited ("AIDPL") is the real estate and logistics infrastructure development arm of the Anglian Omega Group.

OPERATION EXECUTIVE (JULY 2021- AUG 2022)

CMS Insurance Brokers Pvt. Ltd / New Delhi

Its a broker's firm working for 27 years.
Dealing with all types of insurance products
like life insurance, medical and more.

SOFTWARE SKILL

Email Drafting

Finacle (Banking Software)

Google Sheet

Microsoft Word

Microsoft Powerpoint

Microsoft Excel

PERSONAL DETAILS

Father's Name - Gyan Chand Kashyap	Date of Birth - 25.01.1999
Mother's Name - Asha Kashyap	Marital Status - Single
Nationality - INDIAN	