

RESUME

KHUSHBOO JHA

Address: Gali No-11A, Block-B, Himgiri Enclave, Burari, Delhi-110084

Email Id: *kjha282bca@gmail.com*

Contact No: 9205644946 (If found not reachable then kindly Ping me on WhatsApp)

CAREER OBJECTIVE

To work hard with full determination, dedication and patience to achieve a high career growth through continuously learning new skills and fulfill organizational as well as personal goals.

ACADEMIC QUALIFICATIONS

- ❖ Completed MCA from IGNOU in 2019 with 60%.
- ❖ Completed BCA from IGNOU in 2014 with 61.29%.
- ❖ 12th passed with science stream from CBSE DELHI in 2011 with 62.40%.
- ❖ 10th passed from CBSE DELHI in 2009 with 76.5%.

ACADEMIC PROJECTS

- ❖ Title: IVN NEWS (An online news portal)
- ❖ Title: Nucleus Diagnostic lab (Based on pathology labs)
- ❖ Title: e-Guru (A college online management system)

TECHNICAL SKILLS

- ❖ MS OFFICE: Word/Excel/PowerPoint.
- ❖ Worked on Google docs and Google Sheets also.
- ❖ Email, Internet and Operating System.
- ❖ Beginner level knowledge of SEO Techniques and Word Press.

KEY SKILLS

- ❖ Good analytical and Presentation skills.
- ❖ Flexible and Positive attitude.
- ❖ Well versed in Computer skills.

ACHIEVEMENTS

- ❖ Cleared SSC MTS 2019 PRE and attempted MAINS exam.
- ❖ Cleared IBPS CLERK PRE IX and attempted MAINS exam.
- ❖ Appeared in SSC CGL EXAM 2019 PRE (SCORE-142).

EXPERIENCE

- ❖ Teaching 6th to 10th class (for 5 years as private tutor).
- ❖ Doing Internship at College Duniya Web Private Ltd. As Associate Data Operator and Data Researcher (Work from Home).