



Akash Mishra

My Contact

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☎ 9752586430

📍 House no 32, ward 4 semariya,
district Rewa

Hard Skill

- Microsoft office
- Microsoft Excel
- Financial accounting
- Business valuation

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- A.P.S UNIVERSITY REWA
BSC (math)
Completed in 2018
- Saraswati shishu mandir semariya
12th, MP BOARD

Completed in 2014
- Saraswati shishu mandir semariya
10th, MP BOARD

Completed in 2012

About Me

Hardworking student seeking employment. Ready to utilize my skills and passion to further the mission of a company. Technologically adept offering experience with many different social media platforms office technology program, and advanced computer skills. Bringing forth a positive attitude and the willingness and motivation to learn new programs.

Internship

Ayan moter at data entry operator
March 2023- February 2024

Key responsibilities:

- Successful identified and resolved data entry error, resulting in improved data accuracy

Courses

PGDCA at makhanlal Chaturvedi university of
journalism and communication, Bhopal

July 2019- may 2020

Tally ERP9 Accounting with GST

Journey 2022- June 2022

V.P.S. institute, semariya district Rewa

Technical Skills

INTERNET SURFING, GOOD IN A WEB BROWSING

Hindi & english tayping

Hobbies

playing cricket

Reading books

Language

Hindi

English