Name: Ishita Verma

Address: D-301 Mohan Enclave, Dewa Road, Lucknow

Contact Number: 91+8303259454

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**CAREER OBJECTIVE**

Work for an organization which gives me the opportunity to improve my skills and knowledge to grow along with the organization goal.

**ACADEMIC QUALIFICATION**

Pursuing Bachelor of Business Administration from Amity University, Lucknow.

Passed higher secondary from Lucknow Public School in year 2021 with 75%.

Passed high school from Lucknow Public School in year 2019 with 88%.

**PROFFESSIONAL EXPERIENCE**

* Worked as a captioner in Rev. Inc.
* Volunteered in an NGO, Prerna Girls School

**SKILLS SET**

* Communication Skills
* Social Media Savvy
* Creativity
* Teamwork and Collaboration
* Time Management
* Adaptability and Willingness to Learn
* Customer Service Skills

**TECHNICAL SKILLS**

* Digital Marketing Knowledge
* MS Office (MS Word, MS PowerPoint, MS Excel)
* Analytical Skills
* Research Skills
* Diligence
* Subtitling/ Captioning

**INTERESTS**

* Reading Novels
* Drawing
* Learning languages
* Travelling
* Photography

**LANGUAGES KNOWN**

* Hindi (Native)
* English (Proficient)
* Spanish (Intermediate)