

KHUSHBOO MISHRA

PHONE | (+91) 8770166347

EMAIL | mishrakhushboo687@gmail.com

LOCATION | Noida, INDIA

EXPERIENCE | Fresher

Key Skills

- Executive Support
- Power BI
- SQL
- Recruitment
- HR
- Office Assistance
- CSR
- Content Development
- BPO
- Operations
- Payroll
- Chat Process
- Chat And Email Support Executive
- HR Administration
- Social Media Optimization
- Social Media Content Marketing

Certification

- Business Intelligence Using Power BI

Languages

Profile Summary

Seeking a position in a company where can launch my career and Build a valuable skill set. To get an opportunity where can make the best of my potential and contribute to the organization's growth. But the most important purpose of my life is to make my parents proud of me. Branch of Study Master of Business Administration

Internship

- Opusing Information Services, 31 Days
- Homeflic Wegrow, 61 Days

Education

- **MBA/PGDM - Information Technology**
2024
sharda university
Grade - 8.1/10
- **B.B.A/ B.M.S - Management**
2022
ITM University
Grade - 8.6/10
- **12th**
2019
CBSE , English
Grade - 80-84.9%

- **10th**

- English
- Hindi

2017

CBSE , English
Grade - 90-94.9%

Hobbies

- Walking
- Surfing Internet
- Learning

Social links

- https://www.linkedin.com/in/khushboo-mishra-33562b207?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app

Projects

Recruiter
31 Days

I started my internship in may for 1 month, where we were assigned the task to screen eligible candidates, shortlisting them for interviews and assisting in conducting the interviews. I learned how things work in an organisation and lots of practical knowledge.