

HARSHITA AGRAWAL

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Career Objective

Seeking a challenging career and responsible position in a good organization, which can add to my overall skills and provide an atmosphere conducive to continuous growth and advancement based on personal competency. Looking forward to fulfilling and rewarding career path that will make me stand out as a thorough professional.

Educational Qualifications

Year	Examination	Institution	Percentage
2021-2024	LLB	ISBM	Ongoing
2019-2020	Company Secretary	The Institute of Company Secretaries of India	Foundation Cleared
2018-2021	B. Com (H)	Bhawanipur Education Society College	72%
2018	Higher Secondary	Mithila Public School	83.5%
2016	Secondary	Mithila Public School	95%

Work Profile

Internship with iPleaders

Ongoing

Internship at Wakeeta Solutions LLP (operating under the brand name called Career Keeda)

It is related to education sector which is concentrating on skill developments of aspirants.

During the internship, I dedicated myself to personal growth, with a particular emphasis on enhancing my communication skills and refining my personality traits. I also acquired foundational knowledge in GST, trade intricacies, Tally software operation, document drafting, and proficient handling of official correspondence.

Technical Skills

- Received Certificate of ODOP organized by the ICSI- EIRC.
- Received Certificate of Merit for Tally Ace from the college.
- Good Knowledge in MS Excel, MS PowerPoint, MS Word, Google Doc, Google Sheet, Tally ERP
- Working Knowledge in word, excel, and tally 7.2

Awards and Achievements

- Stood first in entire school in ISC Exams
- Elected as a Prefect of the School
- Elected as Class Representative for various Inter School Competition
- Received various merit Certificates from the school regarding Hindustan Scouts and Guides, Bihar State
- Received Certificate of Participation in National Maths week from the school
- Received merit certificate from Vidhyarthi Vigyan Manthan

Soft Skills

- Active listener, self-motivated with good communication skills
- Efficiently prioritize tasks, meet deadlines and manage workload effectively
- Ability to bounce back from setbacks, persevere in the face of challenges and maintain a positive attitude

Personal Details

- **Date of Birth:** 23-01-2001
- **Father's Name:** Late Bimal Kumar Agrawal
- **Mother's Name:** Anju Agrawal
- **Residential Address:** 104 Ratan Shree, Opposite Krishna Apartment, Mukund Das Road, Millanpally, Siliguri - 734405
- **Languages:** Hindi, English, Marwari
- **Hobbies:** Writing, Dancing, Music, Playing badminton, bowling and Public Speaking

I hereby solemnly declare that the above mentioned detail is correct to the best of my knowledge.