

RESUME

ROSHAN MISHRA

H. No.- B13
Gali No – 2, B Block
Hardev Nagar Jharoda, Burari
Delhi-110084
MOB:- 9958468354
E-mail id – mishraroshanin92@gmail.com

Career Objective-

Creative & self motivated willing to work in challenging atmospheres and contribute my Skill and ability to organizations growth & become a successful person.

Academic Qualification-

S. No	Course	Board	Division	Year
1	Secondary School Examination (10 th)	CBSE Board	Second	2008
2	Higher Secondary (12 th)	CBSE Board	Second	2011
3	B.Com	Sam Higginbottom Institute of Agriculture, Technology & Sciences. Allahabad	First	2015
4	Bachelor of Library and Information Science	Maharaj Vinayak Global University Jaipur	First	2017
5.	Master of Library and Information Science	Delhi University	First	2022

Technical Qualification-

- Short Hand (English) - 80 wpm
- English Typing – 40 wpm
- Basic computer knowledge.

Working Experience -

❖ Argasia Education Pvt Ltd. (A Civil Services coaching institute)

Center Manager (May 16, 2022 to till date)

Role and responsibility

- Managing day to day activity of center
- Co-ordination with faculty and student
- Managing monthly expenses and co-ordination with vendor
- Managing and ensuring all materials should reach to student on time
- Library management
- Offline marketing management
- Handling and supervising of 4 staff at center.
- Reporting to management.

❖ Work at MHA on an outsourced basis.

- 2 Years Data Entry Operator (Ministry of Home Affairs of India "MHA")

Personal Profile-

Father's Name	:	Anil Kumar Mishra
Date of Birth	:	August 25, 1992
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Married
Language Known	:	English & Hindi

Declaration-

- I pledge and pronounce that all the above information are true to best of my knowledge.

(Roshan Mishra)