

SURBHI CHANDRA ARYA

Haldwani, Uttarakhand

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Objective

A dedicated and detail-oriented professional seeking a challenging position where I can apply my strong academic foundation, organizational abilities and interpersonal skills. Eager to contribute to a progressive organization by utilizing my knowledge and continuously enhancing my competencies to achieve positive outcomes.

EDUCATION:

- **10th CBSE**
Air force school, Bareilly (U.P)
Percentage: 55%
Passing year:2018
- **12th CBSE**
Air force school, Bareilly (U.P)
Subject: Commerce with Computer
Percentage: 75%
Passing Year: 2020
- **Graduation:**
Bachelors of arts (B.A) Hons.
Subject: Applied psychology
CGPA: 7.35
Passing Year: 2020- 2023
College: Gautam Buddha University , Greater Noida (U.P)
- **Post Graduation:**
Masters of Arts (M.A)
Subject: Psychology
CGPA: 8.14
College: Kumaun University, Nainital (U.K)
Passing Year: 2023- 2025

Skills

- **Leadership:** Proven ability to lead teams and manage responsibilities effectively.
 - **Adaptability:** Thrives in dynamic environments, quickly adjusting to new challenges.
 - **Problem solving:** Strong analytical skills to identify issues and develop effective solutions.
 - **MS Excel:** Proficient in data analysis, report generation, and spreadsheet management.
 - **Basic computer knowledge:** MS Excel, Word, Tally, typing which are Competent in everyday computer operations and software applications.
 - **Communication:** Excellent verbal and written communication skills, with a strong ability to connect with diverse audiences.
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Internship and Certificate:

- **Psychology Intern- Shree Ram Murti Smarak hospital (SRMS) Bareilly**
Clinical Psychology Intern Under Psychiatrist department
Observed Psychiatric Patients with clinical and Neurological Conditions.
Duration: June 2022
 - **Special Educator Intern- Speech and occupational Therapy Clinic, Bareilly**
Worked with children having autism, speech delay, ADHD, and other developmental concerns.
Duration: August 2023
 - **6 months Advanced Diploma in Computer Applications (ADCA), Haldwani**
Tally ERP 9, MS WORD, Excel, Power Point, Typing, Internet applications.
Duration: 2024-2025
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Languages

- **Hindi:** Native Proficiency
 - **English:** Professional working proficiency
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Hobbies:

- Singing
- Travelling
- Photography and editing
- Painting and DIY crafts