

DEDICATED AND DETAILED-ORIENTED OFFICE ASSISTANT WITH EXCEPTIONAL ORGANIZATION AND COMMUNICATION SKILLS. HIGHLY ADEPT AT MANAGING ADMINISTRATIVE TASKS AND PROVIDING COMPREHENSIVE SUPPORT TO ENSURE THE SMOOTH OPERATION OF OFFICE ENVIRONMENT. PROVEN ABILITY TO HANDLE MULTIPLE RESPONSIBILITIES EFFICIENTLY AND MAINTAIN A HIGH LEVEL OF PROFESSIONALISM.

CONTACT

PHONE:
708155964

ADDRESS- Gorakhpur
UTTAR PRADESH
INDIA

EMAIL-

tripathikhushi38@gmail.com.

HOBBIES

Reading non-fiction books.

Traveling and exploring culture.

KHUSHI TRIPATHI

EDUCATION

High School-SSPPVM TERHER, Siddharth Nagar (2019)

Intermediate – RIA CHANIYA, Bhanwar, Siddharth Nagar (2021)

Bachelor of science- SIIDDHARTH NAGAR, Kapilvastu (2021-2024)

Pursing Master of Business Administration from AKTU, Lucknow. (2024-2026)

ACADEMIC PROJECT-

Worked project on- Creating a sustainable clothing line using recycled materials.

INDUSTRIAL VISIT

Lohia Corporation Chaubepur, Kanpur
Indian Express, Lucknow
Conclave by FICCI FLO Kanpur.

SKILLS

Leadership Skill
Microsoft office
Effective Time Management
Computer Skill
Customer Skill
Problem Solving Skill

EXTRA – CURRICULAR ACTIVITIES

Organized College Tech fest – Led a team of 15 student, handled event logistic.

LANGUAGES

Hindi

English

RESPONSIBILITY HANDLED

**Creating Bills Documents.
Operation regarding Advances Excel
Following instruction given by the heads**

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the particulars mentioned in this resume.