



Disha Singh

Professional Goals

To implement my knowledge in an expedient environment that can provide me umpteenth opportunities & continual up gradation of my aptitude & interpersonal skills to do constructive work & hence to benefit masses.

Contact Details

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ESIB/573, Phase-2 Sector-A
Aliganj, Lucknow, 226021

Personal Details

Husband Name :

Vivek Srivastava

Date of Birth:

28th January 1992.

Language Known :

English
Hindi

Work Experience

Maxila Academy. | 1April 2013 - 31 July 2019

Worked as a Administrator in Maxila Academy for 6 year 4 months.

Academic History

Dr.Ram Manohar Lohiya Awadh University Faizabad

Bachelor of Science 2012-2015

Physics , Chemistry , Mathematics

UP Board Allahabad

Intermediate -2012

Physics , Chemistry , Mathematics

UP Board Allahabad

High School -2008

Science, Maths, Social Studies

Special Achievements

- Achieved Employee of the year Award by Maxila Academy in 2015-2016 session.
- Achieved Special Award for Most Prominent Employee of the Academy in 2017 by Maxila Academy.

Computer Proficiency

- MS Word, Power Point,MS Excel,
- CCC,
- Auto-CAD
- Photoshop
- Internet etc.

Key Competencies

- Honest.
- Quick Learner.
- Optimistic.
- Result Oriented Approach
- Ability to cope up with different situations.
- High Energy Level.
- Confident and determined.
- Punctual.
- Leadership.
- Ability to rapidly build relationship and set up trust.

Declaration:

I hereby certify that all the particulars stated above are to the best of my knowledge and believe true and fair. For any misrepresentation or omission of fact, I shall be personally liable.

DISHA SINGH