

# ARCHANA MISHRA

C/O Hariom Mishra B-67 Kendriya Vihar Sector-51 Noida-201301

Email: [archanamishra101086@gmail.com](mailto:archanamishra101086@gmail.com)

Phone: +91 9599741476 Date of Birth: 10<sup>th</sup> October 1986

## Education

Year	Degree	School/Institute	Performance
2005 - 2008	Bachelor of Computer Application	M C R P Bhopal	75%
2005	Senior Secondary, C.B.S.E Board (with <b>Commerce Background</b> )	Sun Beam School Varanasi	65%
2003	Secondary, C.B.S.E Board	Sun Beam School Varanasi	63%

## Work Experience: 05 Years

### Sonnet Academy (School), Varanasi (March 2009 to April 2011):

**Designation** – PRO (Public Relationship Officer)

**Key Responsibilities:**

- Teach Economics & Business Studies in Class 12<sup>th</sup>.
- File management.
- Data Entry & keeping records.
- Also involve in accounting & billing part of the concern clients.

### Sonnet Academy (School), Varanasi (April 2011 to March 2014):

**Designation** – PRT (Primary Teacher)

**Key Responsibilities:**

- 3 Years of teaching experience of Class-2 Standard Students.
- Handle Computer & English Subjects.

## Software and Hardware Skills

**O.S.Platforms:** Windows XP, Vista.

**Tools** : MS Office, MS word.

## Extra Curricular Activities and Achievements

- Won a Gold Medal in Shot-put, Discus Throw and 4\*100 Relay Race
- Active Participation in Annual Cultural College Fest.
- Actively Participate in School Cultural Activities and Annual Functions.

## Other Interest

- Listening Music.
- Reading Newspaper.