

SWATI UPADHYAY

SKILLS

- Proficient knowledge in MS office.
- Communication skills
- Pressure handling
- Typing speed
- Report computation and analytic skills

OBJECTIVE

To secure a career opportunity to utilize my training and skills and enhance my comprehensive knowledge while making a significant contribution to the firm.

EXPERIENCE

INTERNSHIP:

- **MIS trainee | Hindalco industries limited, Mahan | 10th June 2020 – 31st October 2020**

EDUCATION

- **MBA | 2019-present | Institute of Management Research and Technology, Lucknow**
- **B.com (Regular) | 2016-19 | Lucknow University, Lucknow**
- **Intermediate | 2015-16 | Aditya Birla Public School, Renusagar**
- **High school | 2013-14 | Aditya Birla Public School, Renusagar**

INTERESTS:

- Social work
- Analysis work



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- **Address: F/D-204, Mahan township, Bargawan, Singrauli MP-486886**
- **Date of Birth: 12th October 1998**

CERTIFICATIONS:

- **Certified at Concept on computer course.**
- **Certified in digital marketing at google garage.**