



# Vanshika Jain

## Profile

 vanshikajain050@gmail.com

 +91 9285258407

 Dwarka sector -8

## Skills

Teamwork

Problem Solving

Time Management

## Hobbies

Art

Watching movies

## Career objective

My goal is to associate with a company where I can utilise my skills and gain further experience while enhancing the company's productivity and reputation.

## Work experience

IGT Solutions Pvt Ltd  
Process Associate

Apr-2025 - Present

- As a process associate, I have experience in handling data entry, analyzing reports, and streamlining workflow processes.

## Education

Mangalayatan University  
Master in business administration

2025 - Present

Delhi University  
Bachelor of Commerce

2021 - 2024

CBSE Board                      Gyan Sagar Public School  
12th

2020 - 2021

CBSE Board                      Gyan Sagar Public School  
10th

2018 - 2019

## Certifications

2023-2024  
A-level in Computer Application

2022  
Basic Computer Course

2021  
Graphic designing

## Language

English  
Hindi

## Declaration

I sincerely declare that all of the above mentioned particulars in this resume is accurate to the best of my knowledge.