

# SHIKHA KUMARI

 Dhanbad, Jharkhand  
 70613 86876  
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## Skills

Self motivated and fast learner  
Communication skills  
Analytical and problem solving  
Verification and Operations  
Excel

## Interests

Sports and trekking  
Yoga and meditation  
Chess and sudoku

## Languages

English  
Hindi  
Bhojpuri

## Objective

Looking for a professionally satisfying and a challenging job where the best of my abilities are used for meeting personal as well as professional goals with devotion and smart work

## Experience

	<b>Cisive</b>	<i>May 2022 - June 2024</i>
	Screening associate (verification associate)	
	Cisive Screening Associate	Conduct research tasks with rapidly shifting priorities as assigned by supervisor
	- Collect, analyze and evaluate research information using a variety of research methodology and tools	
	- Conduct task and / or quality assurance checks to ensure reports delivered are high quality	
	- Handle escalations and offer resolution to problems	
	- Collaborate with support team and offshore teams to work on process improvement	
	- Show initiatives by actively asking feedback from management, seeking additional responsibilities and / or taking ownership of business projects	

## Education

	<b>Vinoba Bhave University, Hazaribagh</b>	<i>2018</i>
	B. Sc.Maths	
	<b>Mdu rohtak</b>	<i>2021</i>
	M. Sc. maths	

## CERTIFICATION

	Appropriate internet use
	Data privacy global edition
	Information security and cyber risk awareness