

CURRICULUM VITAE

RICHA KUSHWAHA

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Career Objective:

To work in an environment, which is innovative , challenging , offers a profound knowledge to enhance my skills , caliber , exposure and zeal of learning . To work sincerely in a way that enhances my professional dignity and maximizes profit of my company.

Academic Qualification:

Class	Institute/School	Board /University	Year of Passing	Percentage /CGPA
Post graduate(masters) APPLIED GEOLOGY(SPECIALIZATION IN PETROLEUM GEOSCIENCES)	ONGC CENTRE FOR ADVANCE STUDIES (OCAS)	UNIVERSITY OF LUCKNOW	2017-2019	67.17%
B.SC(Hons.) (GEOLOGY)	BUNDELKHAND UNIVERSITY JHANSI (DEPARTMENT OF GEOLOGY)	BUNDELKHAND UNIVERSITY JHANSI (B.U.)	2014-2017	68.7%
10+2	KENDRIYA VIDYALAYA NO.2 A.F.S. CHEKERI KANPUR	CBSE	2013	77.8%
HIGH SCHOOL	KENDRIYA VIDYALAYA NO.2 A.F.S. CHEKERI KANPUR	CBSE	2011	89.2%

- **CURRENTLY WORKING AS “SENIOR ASSOCIATE”, IN WNS GLOBAL SERVICES, FOR A FINTECH PROCESS SINCE 2024 TO PRESENT-** Checking the account of customer, researching the internal documents based on information that is required, during assistance. Looking in documents that are required to complete the verification keep the account complaint. Helping them in understanding and processing the account.
- **WORKING AS COSTUMER SERVICE REPRESENTATIVE IN**

TELEPERFORMANCE, SINCE JUNE 2023.

Helped in applying the government helps and schemes in the account.

- **Worked as (May 2021 to February 2023) : Freelancer Subject Matter**
Expert in Earth Science in
 1. **Chegg India Pvt. Ltd.**
 2. **bartleby.com**

Answering the questions of the students they post in the website.

Computer and communication skills

- General: basics of Computer hardware & software.
- Good in using MS-Office(ms-word, ms-excel, ms-PowerPoint)
- Have fluency in English languages

Competencies:

- Work in team as well as individually.
- Goal oriented and believe in growth .
- Mentally and physically fit and active.
- Ability to manage manpower, and motivator • Active listener and have high level of integrity.
- Excellent communication skills.
- Ability to adopt different working environment.

Personal Details:

- Father's Name : MR. P.N. KUSHWAHA

- Mother's Name : MRS. SARLA KUSHWAHA
- Gender : FEMALE
- Date of Birth : 26/09/1996
- Nationality : Indian
- Hobbies : Badminton , Singing, Playing music instruments, Dancing.

Declaration:

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge.

Date: 20/11/2025

Place: KANPUR

RICHA KUSHWAHA