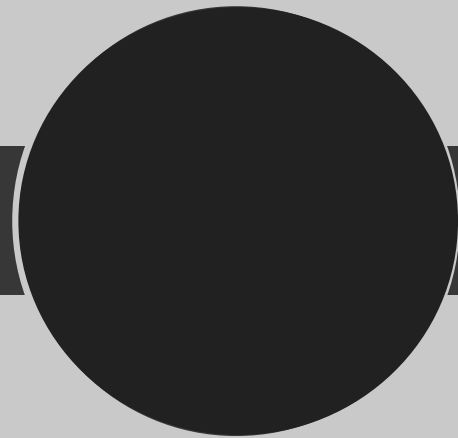


devanshidevanshidevanshi11@gmail.com

# DEVANSHI AWASTHI



## ABOUT ME

Motivated and results-driven M.Sc. Agriculture graduate with a strong foundation in scientific principles and practical applications. Experienced in delivering personalized home tuitions, demonstrating excellent communication, leadership, and problem-solving skills. Known for being empathetic, hardworking, and highly organized, with a proven ability to connect with individuals, adapt to diverse needs, and drive performance. Eager to leverage academic background and interpersonal strengths in a dynamic corporate environment.

## EDUCATION

### ° DR. RAMMANOHAR LOHIA AVADH UNIVERSITY

MASTER OF AGRICULTURE SCIENCE (2020 — 2022)

Relevant Coursework: Soil Fertility, Crop Production, Sustainable Agriculture, Plant Breeding, and Pest Management.  
ORPA-8.

### ° PROF. RAJENDRA SINGH (RAJJU BHAIYA) UNIVERSITY

BACHELOR OF AGRICULTURE (2016 — 2020)

Relevant Coursework: Agricultural Economics, Agricultural Engineering, Irrigation Systems, Farm Management.  
OGPA-7.5

## EXPERIENCE

### ° Sr. Front Desk Executive: (April, 2024 — June, 2025)

Aeetrial Accounting service (OPC) Private Limited

- Managing emails, messages and inquiries promptly.
- Managing appointments & schedules, Book meetings, maintain calendars.
- Administrative support- Assist with filing, data entry, and documentation.
- Following up with leads or customers.
- Responding to clients inquiries via email, chat, or call.

## CONTACT

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## LANGUAGES

English ●●●●

Hindi ●●●●

## SKILL

MS Excel

Googal workspace

MS Powerpoint

Time Management

Communication Skills

Adaptability

Problem-Solving

Collaboration

Continuous Learning

Analytical Mindset