

RESUME



MUSKAN ANEJA

Address: Teliyan Street No. 2 near Vasant
Tea Sirsa Haryana, 125055
Email: Muskaananeja2000@gmail.com
Phone: +919671639372

LinkedIn:
<https://www.linkedin.com/in/muskaananeja1>

PROFESSIONAL SUMMARY

A highly organized and performance-driven Business Management graduate with strong Marketing skills. Seeking career opportunities where my potential will be fully discovered with continuous learning.

KEY COMPETENCIES

Risk Management | Attention to Detail
| Strategic Outlook | Project Management
| MS Office | Multitasking | Data-Driven Mindset
| Marketing Analytics | Presentation Skills
| Client Engagement



INTERPERSONAL SKILLS

Team player | Leadership & Coordination
| Time Management Skills | Networking Skills
| Effective Communication Skills

INTERESTS & HOBBIES

Writing | Zeal to Learn | Traveling | Reading

LANGUAGES KNOWN

English | Hindi | Punjabi

PERSONAL DETAILS

Date of Birth: 1 /10/2000

EDUCATION

Master of Business Administration | Chandigarh University, Gharuan
Specializations: Human Resource & Marketing
Session: 2022-2024 | *Score:* 7.7 CGPA

Bachelor of science in Agriculture Honours / Punjabi University, Patiala
Session: 2018-2021 | *Score:* 83%

Intermediate (CBSE) | St. Xavier Sr. Sec. School, Sirsa Haryana
Session: 2017-2018 | *Score:* 79%

Matriculation (CBSE) | St. Xavier Sr. Sec School, Sirsa Haryana
Session: 2015-2016 | *Score:* 76%

WORK EXPERIENCE/ INTERNSHIPS

Aditya Birla Retail and Fashion Ltd.

June 2023-August 2023

- Provide exceptional customer service: Interact with customers in a friendly and professional manner, addressing their inquiries, resolving issues, and ensuring a positive shopping experience.
- Sales support: Assist customers in locating products, offering product information, and promoting sales. Proactively engage with customers to upsell and cross-sell products.
- Maintain store standards: Ensure the store is clean, organized, and well-stocked. Handle cash transactions accurately and efficiently. Follow company policies and procedures to maintain a safe and secure environment.

PickYourTrail

March 2020- Present

ACHIEVEMENTS & CERTIFICATIONS

- Certified by NEPTEL-Production and operation Management.
- Certified by Google- Fundamentals of Digital Marketing.
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EXTRACURRICULAR & CO-CURRICULAR ACHIEVEMENTS

- Ranked highly in open-round debates, marketing workshops, and quizzes.
- Actively volunteered in Social Welfare Organizations.