

SHIKHA DUBEY

Master of business Administration

My Contact

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📍 Dixit colony, near shri ram college, iti chungi naka, Jabalpur (M.P)-482002

Technical Skill

- Windows
- Ms office
- Internet
- Email writing
- Typing

Soft Skill

- Industrious
- Team player
- Punctuality
- Multitasker
- Communication
- Ability to learn new things

Interest

- Like to play badminton
- Like to listen music

Language Known

- English
- Hindi

About Me

Secure a challenging position in a reputable organization to expand my learning, knowledge and skills, While making a significant contribution to the success of the company.

Education Background

- Shri Ram Institute of Management
Master of Business Administration
percentage : 71%
Pursuing [2022-24]
- Mata Gujri Womens college
Bachelor of commerce
percentage: 68%
Completed in 2021
- Maharishi vidya mandir
Higher secondary school
percentage: 66%
Completed in 2018

Certificates

- Digital marketing
- Human Resource Management
- Introduction to Visualization with Tableau

Working experience

- Company :- Reliance Retail Ltd. **10/2020-11/2022**
Job Role and Responsibilities:- As customer service associate
Managed Retail duties including POS operations, customer communication and their queries handling.

Internship

- Company :- IltG Jobs.com **11/2023-12/2023**
Role and Responsibilities:- As a HR Intern
Sourcing of candidates using Job portals
Screening of Resumes and application form.
schedule and confirm interviews with candidates
Update job posts on social media platform.