

Shriti Swaraj

Email: shritiswaraj14@gmail.com

Phone: 7294152920

Objective:-

Seeking a position where I can use my ability to develop new attractive policies for the employees for their better involvement with the process and the duties, generating a quality output for the organization.

Education:-

- Master of Business Administration HR & Marketing from Institute Of Management Studies, Ranchi University (Nov, 2023) -74.96%
- Bachelor of Science in Physics (B.Sc Physics) from Ranchi University in 2020-70.75%
- 12TH from S.B.M Senior Secondary School (CBSE) 2017
- 10th from S.B.M Senior Secondary School (CBSE) 2015-

Professional summary:-

I am an MBA Grad from the Institute of Management Studies, Ranchi University. The unique structure of my course gives me exposure to the nuances of Business Administration and People Management, and I have bolstered it with practical experience gained through internships in various reputed organisations. As a professional aspirant I wish to seek and maintain a full-time position in my domain that offers professional challenges utilizing my interpersonal skills, excellent time management and problem-solving acumen.

Computer Literacy:--

Experience of working on MS - Excel, MS – PowerPoint, MS – Word with good typing skill.

Skills:--

- Process oriented problem-solving skill
- Excellent interpersonal and leadership skill
- Decent communication skill
- Internal resource handling
- Quick learner
- Client Handling Skill

Interest--

Listening to music, photography, travelling, exploring new places.

Personal Details:--

DOB : 1st January,2000
Sex :Female.

Declarations:--

I do hereby declare that all the above information is true according to my knowledge and belief.