



# SHIVAM

FINANCE & OPERATION

## CONTACT

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## EDUCATION

### GALGOTIAS UNIVERSITY

- Master of business administration (MBA)  
DUAL 2023 - 2025

### DELHI UNIVERSITY

- Bachelor of 2019 - 2022  
Commerce(Bcom)

## HARD SKILLS

- ms office
- Google trends keyword research for marketing

## SOFT SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership

## PROFILE

Aspiring to achieve success in a responsible role by applying skills and knowledge creatively and positively. Committed to continuous learning and dedicated to delivering the best results.

## CERTIFICATES

- **MS Office**  
Proficient in Microsoft Office Suite, including Word, Excel, and PowerPoint. Skilled in creating professional documents, detailed spreadsheets, and impactful presentations.
- **Google trends keyword research for marketing**  
Proficient in using Google Trends to enhance SEO, content marketing, and audience targeting through strategic keyword research.

## INTERESTS

**Ramp Modeling:** Passionate about fashion and modeling, participating in various ramp shows and events