


# Shruti Sinha



 **Phone**  
+91-7209505725

 **Email**  
shrutisinha.jsb2426@jaipuria.edu.in

 **LinkedIn**  
<https://www.linkedin.com/in/shruti-sinha-916580219>

 **Home**  
Jamshedpur, Jharkhand

## Education

**PGDM**  
Jaipuria School of Business, Ghaziabad  
2024-2026 (Pursuing) | 6.51 CGPA

**B. Com (Hons.)**  
Abdul Bari Memorial College,  
Kolhan University, Jamshedpur  
2020-2023 | 8.29 CGPA

**XII th (ISC)**  
Tarapore School, Jamshedpur  
2020 | 70.25%

**X th (ICSE)** Tarapore School, Jamshedpur  
2018 | 74.8%

## Skills

### Technical Skills

- MS Suite
- Canva
- Prompt Engineering

### Soft Skills

- Detail-Oriented
- Interpersonal Skill
- Active Listening
- Creativity

## Achievements

- Best Intern Award- Moon Beverages (Coca-Cola) 2025
- College topper with Distinction 2023
- CMA Foundation 2021
- 2nd runner up intra school extempore competition 2020

## Internship Experience

### Moon Beverages Ltd.(Coca-Cola) May – July, 2025

- Worked on Microsoft Dynamics 365 and gained knowledge about the software
- Provided support in bookkeeping, and import documentation, ensuring compliance and accuracy in records
- Maintained and strengthened client relationships through effective telephonic and in-person communication, ensuring operational continuity and customer satisfaction
- Understood the importance of service quality standards and SLA (Service Level Agreements) in maintaining consistent customer experience
- Learned to analyze customer feedback to identify service gaps and improve customer experience
- Enhanced communication and interpersonal skills by interacting with distributors, retailers, and end customers in a FMCG environment.
- Gained exposure to cross-functional collaboration with marketing, IT, and supply chain teams

## Certifications

- Google AI Essential (Coursera) **2024**
- MS Excel (Microsoft) **2024**
- 1 Million Promoters (Dubai Future Foundation) **2025**
- Customer Relationship Management-Swayam (IIMB) **2025**
- Strategic Management-Swayam (IIMB) **2025**
- Financial Modelling and Valuation **2025**

## Extracurricular activities

- Participated in Scintilla (Cultural Fest). **2025**
- Successfully organized a blood donation camp in collaboration with Rotaract club members to support local healthcare needs. **2024**

## Workshops

- Product Management **2025**
- Design Thinking and Innovation workshop **2024**
- Cyber Security **2024**