

# AZEEMA CHISHTI

✉ azchishti174@gmail.com

☎ 9340948702

📍 Gwalior, madhya pradesh, India

## SKILLS

Html

CSS

Javascript

Accounting and Finance

Ms office

Powerpoint

Marketing and sales

Recruiting, onboarding & evaluations

## LANGUAGES

English

Hindi

Urdu



## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.



## EDUCATION

<b>High school</b>	2015
Carmel convent senior secondary school, gwalior (CBSE Board)	
<b>Higher secondary</b>	2017
Carmel Convent senior secondary school , gwalior (CBSE Board)	
<b>DCA (Diploma in computer application)</b>	2018
Makhanlal university	
<b>B.com</b>	2020
Jiwaji university, gwalior	
<b>M.com</b>	2022
Jiwaji university, gwalior	
<b>Full Stack Developer</b>	2023
Edyoda Digital University	



## EXPERIENCE

<b>Human resource intern</b>	-
Formonix training and consultants company	
Provide administrative support to HR department.	
Post and remove job advertisements as needed, schedule interviews with shortlisted candidates, and gather pertinent payroll data	
<b>BDA (Business development associate)</b>	-
Exaltica	
Conducting market research and identifying potential clients	
Collating and maintaining client information in the CRM database.	
Developing and implementing sales strategies, client service and retention plans, and analyzing sales data to inform or update marketing strategies.	