

MUSKAN GINODIA

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QUALIFICATION:-

Degree	Institute	Board/University	Percentage	Year
12 TH	Sunbeam School Rohania, Varanasi ,UP	CBSE	78%	2018
B.COM	Mahatma Gandhi Kashi Vidhyapith, Varanasi	MGKV	60%	2019-21
MBA (HR, Operation)	Lloyd Institute of Management And Technology, Greater Noida	AKTU	70.4%	2021-23

SKILLS:-

- Confident and determined.
- Excellent communicable skills
- Problem solving abilities
- Quick learner
- Good team player

ACHIEVEMENTS:-

- ❖ Won volleyball competition in school.
- ❖ Certificate in G.K. competition Spardha 2019.
- ❖ Certificate of Scholarship for IICM commerce Olympiad 2019.

STRENGTHS:-

- ✓ Good communication skills
- ✓ Confident and determined
- ✓ Proficient in MS Word, Excel and Power point.
- ✓ Target oriented.

WORK EXPERIENCE:-

- ✚ Documents Verification for clients under CA- Sandeep Shah.
- ✚ Validating internal reports for the firm Company name – JHBM Ltd.
- ✚ HR Internship in Enexperts Consulting (OPC) Pvt.Ltd.
- ✚ Currently working Sourcing Specialist (SS) in Rubicon Skills and development Pvt.Ltd for HR.

DECLARATION:-

I hereby given that the above information's are true in my knowledge and belief.