

# Kanika Sehgal

MBA / Public Relations



## > Professional Experience

**Lexicon Technologies Limited, Mumbai**  
Sr. Business Development Manager

2009 - 2011

Lexicon Technologies Limited specialises in commercial print designs for universities and educational institutes.

### Job Responsibilities

- ✓ Learnt import & export procedures
- ✓ Actively participated in the back-end operations
- ✓ Participated in the organisational & legal documentation process

**Whirlwind Creations, Gurgaon**  
Sales Associate

2011 - Present

Lexicon Partners Limited specialises in commercial print designs for universities and educational institutes.

### Job Responsibilities

- ✓ Learnt import & export procedures
- ✓ Actively participated in the back-end operations
- ✓ Participated in the organisational & legal documentation process

## > Education Qualification

**Masters in Business Administration [M.B.A.] in Intl. Business, 2009**  
University Business School, Panjab University, Chandigarh

**Bachelor of Commerce [B.Com.], 2007**  
DAV College, Panjab University, Chandigarh

**12<sup>TH</sup> [Commerce Stream - C.B.S.E.], 2004**  
St. Joseph Sr. Secondary School, Chandigarh

## > General Information

**D.O.B.:** 01 October, 1988

**D/O:** Saurav K. Sehgal

### ADDRESS:

#875 New Palace Town,  
Ambala, Haryana

**M:** 9991 - 111 - 222

**E:** kanika\_sehgal@e-mail.com

## > Extra Curricular

- ✓ Best speaker award in Toastmaster
- ✓ Participated in All India Biz. Contest
- ✓ Participated in Soft Skill Dev.

## > Skills & Traits

- ✓ Well versed in computer operations
- ✓ Presentation, Workshops, Seminars
- ✓ Microsoft Office [Word/Excel/Powerpoint]

## > Personal Attributes

- ✓ Excellent communication skills
- ✓ Strong analytical & persuasive skills
- ✓ Strong counseling ability

I hereby declare that all the mentioned details are true to the best of my knowledge.  
Any additional references can be provided upon request.

