

RIYA D SHAH

 =91 9916095022

 riyashah122699@gmail.com

 bangalore

PROFILE

highly motivated and adaptable professional with a proven track record in building strong relationships, managing projects from inception to completion, and delivering results under pressure. skilled in cross - functional team leadership, strategic planning and effective communication. strong ability to develop innovative solutions, drive organisational growth and coach individuals to achieve excellence. adapt at working independently and collaboratively to achieve business objectives.

SKILLS

- Project management
- Public relations
- Teamwork
- Time management
- leadership
- effective communication
- critical thinking
- social media management

EDUCATION

SECONDARY EDUCATION

2013 - 2015

S. CADAMBI. VIDYA KENDRA

- PERFORMANCE : 76.16 PERCENTAGE

2015 - 2017

PRE-UNIVERSITY

MOUNT CARMEL COLLEGE

- PERFORMANCE - 75.16 PERCENTAGE

2017 - 2022

UNDER - GRADUATE DEGREE

MOUNT CARMEL COLLEGE

- PERFORMANCE - 70 PERCENTAGE

CURRENTLY PERSUING

POST GRADUATE DEGREE

MOUNT CARMEL COLLEGE

CERTIFICATION

- fundamentals of capital market - NSE academy.
- Microsoft power BI

VOLUNTEER

- DND MEDIA PVT.LTD. - DGTL Bengaluru 2020
- Event management - Traaexplore weddings.
- Bhandavya educational trust - child education volunteer.

EXPERIENCE

INDIAN AGARBATTI MANUFACTURERS - MANAGER

JULY 2021 - FEBRUARY 2023

- supervised and mentored junior team members, providing detailed instructions and guidance to maximise team efficiency.
- implemented strict quality standards for consistent company representation accoss multiple countries.
- continuously actioned past feedback to elevate service delivery.
- maintained a positive, professional working environment to optimise staff and customer satisfaction.
- closely monitored company's finances, regularly reviewing budgets to succeed against the spending targets.

REFERENCE

Indian Agarbatti Manufacturers , Proprietor - DILIP H SHAH

 =91 9341233085  info@indianagarbatti.in

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