

Shireen Javed

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Professional summary

Driven and adaptable business student with a solid foundation in strategy, operations, and process improvement. Keen to explore diverse business areas, apply data-driven insights, and contribute to decision-making in dynamic environments. Skilled in data visualization, critical thinking, and teamwork, with a strong desire to grow professionally.

EDUCATION

Bachelor of Business Administration ,Mount Carmel College, Bengaluru

| JUL 2023 - Present |

- CGPA- 70%

XII Grade I Commerce I Delhi Public School, Jammu and Kashmir

| Mar 2021 - Jul 2022 |

- CGPA- 8.4
- CBSE

XI Grade I Commerce I Delhi Public School, Jammu and Kashmir

| JUL 2020 - 2021 |

- CGPA- 8.0
- CBSE

ACHIEVEMENTS

Data Analytics

Gathered Knowledge and became well versed in the field of Data Analytics. As final assignment organized and completed a project.

Capital Management

Learned key financial concepts related to managing investments, optimizing portfolios, and assessing market risks. As a final project Developed a sample investment portfolio.

Digital Marketing

Gained knowledge on online brand promotion through SEO, social media, email marketing, and data-driven strategies to enhance engagement and growth.

LEADERSHIP EXPERIENCE

HR EXECUTIVE, INTERN	JOB FOR FASHION	Nov 2024 – Jan 2025
	<ul style="list-style-type: none">• Researched job roles and opportunities.• Created and updated spreadsheets to track data.• Segregated job opportunities based on industry, role, and qualifications.	
LOGISTICS TEAM	GERMAN ASSOCIATION	
	<ul style="list-style-type: none">• Coordinated Logistics and event setup for college fest attended by almost 2500+ people.• Trained new Team Members for various recruitment drives.• Proposed ideas for cultural activities, events, and student engagement.	
STUDENT COUNCIL	DELHI PUBLIC SCHOOL	
	<ul style="list-style-type: none">• Represented student body and functioned as a mediator between students and faculty.• Assisted in organizing school events, maintaining discipline.• Demonstrated leadership, communication, and conflict-resolution skills.	
TEAM CAPTAIN	DELHI PUBLIC SCHOOL	
	<ul style="list-style-type: none">• Led the team at the Under-16 National Kho Kho Competition.• Developed leadership, teamwork, and decision-making skills under competitive pressure.	

COMPETENCIES

Soft Skills:

Adaptability, Problem Solving, Communication, Team Leadership, Critical Thinking, Time Management.

Technical Skills:

Data Analysis Project Management, Strategic Planning, Data Visualization.

. Tools: MS Office, Tableau, Canva, Power BI

ADDITIONAL

Volunteer – YODHINI

2020-2021

- *Organized educational workshops at orphanages.*
- *Promoted donation drives through social media.*
- *Created digital content to support community outreach.*

LANGUAGES

- *English*
 - *Urdu*
 - *Hindi*
 - *Kashmiri*
 - *German – Basic proficiency (A2 level)*
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