# Lekha Saduriya

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# **OBJECTIVE**

Dedicated MBA student with a foundation in Computer Science and proven analytical, communication, and technical skills. Equipped with a strong understanding of financial principles and business strategy, eager to leverage my business acumen, financial expertise, and technical knowledge to drive impactful outcomes in a dynamic organization, while continuing to grow professionally and contribute to its success.

### **EDUCATION**

Master of Business Administration Chameli Devi Group of Institutions, Indore Bachelor of Science (Computer Science) Government Holkar Science College, Indore Higher Secondary 2023 - Present

2020 - 2023

2018 - 2020

PROFESSIONAL EXPERIENCE

Narmada Convent H.S.S, Barwani

# Marketing & Finance Intern | Zielhoch

15th Nov 2024 - 31st Dec 2024

- Assisted in developing and executing marketing strategies to enhance brand visibility and engagement.
- Conducted market research to identify target audiences and trends, contributing to campaign planning.
- Supported financial analysis and budgeting activities to optimize resource allocation.
- Collaborated with cross-functional teams to streamline operations and achieve project goals.

#### CERTIFICATIONS

• Pursuing a certification course in Business Analysis from *IOTA Academy, Indore* Courses I am Learning [1. Advance excel 2. Power BI 3. My Sql]

## **EXTRACURRICULAR ACTIVITIES**

• Secured a silver medal in a dance competition at an inter-college fest

## **SKILLS**

- Microsoft Excel: Proficient in data analysis and spreadsheet management
- **Microsoft PowerPoint**: Skilled in creating impactful presentations
- Microsoft Word: Experienced in document creation and editing
- Communication: Strong verbal and written communication skills

#### **INTERESTS**

- Poetry
- Dancing
- Traveling
- Reading books

## **LANGUAGES**

- Hindi: Native proficiency
- English: Proficient