

Curriculum Vitae

MUKTI S. DOSHI

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Objective:

I am an enthusiastic and disciplined individual used to working calmly, effectively, and efficiently in a fast paced environment. I have excellent interpersonal skills and I enjoy working with a diverse range of people. I am self-motivated and enthusiastic with the skill and determination to succeed and an ability to motivate others. I am highly skilled in working as a part of a team or working on my own with minimal supervision. I am very flexible and have the ability to adapt to all working situations.

Personal Skills:

- Quick Learner
- Hard Working
- Punctual
- Time Management
- Self-confident and hardworking nature
- Word Documents
- Leadership Qualities
- Flexible and versatile to adapt to any new environment
- Speak basics of French

Work Experience:

Location	Dates	Job role
Momai Global School	2016-2018	Event Coordinator
Nagindas Khandwala College	2018-2019	Assistant SR

Duties

- Planning and organising celebration event
- Managing a team of students
- Designing publicity and promotional materials
- Organising entertainment and refreshments
- Managing group of students for social work
- Volunteering for social projects

Education and Qualifications:

Place of study	Date	Qualification
Nagindas Khandwala College	March-2021	F.Y.B.A (proceeding year)
Nagindas Khandwala College	Mrch-2020	S.Y.J.C passed with 73%
Momai Global School	March-2018	10 th standard with 75%
A certified short-term course of psychology provided by the coursera app	Sept-Nov-2020	Certified

Hobbies and interests:

I am an active person and I enjoy reading & writing.

I like psychology a lot and currently thinking to pursue a career in it

I enjoy work related to computers