

Mahima Ojha

Bori Regency Gitabhawan, Indore | mahimaojha028@gmail.com | 9753338697 |
<https://www.linkedin.com/in/mahima-ojha-b88b301b3>

Objective:

As a dedicated MBA candidate with a year of experience in customer support at TechMahindra, an ongoing HR internship at Cyber Infrastructure, and a past internship as an Inside Sales Intern at PlanetSpark, I am seeking a full-time opportunity that leverages my skills and education to contribute to organizational success and further develop my career in Human Resources.

Education:

Master of Business Administration (Distance MBA)

Apex Institute of Management & Research DAVV Indore, 2025

Bachelor of Science in (Biology)

Govt. Nirbhay Singh Science College DAVV Indore, 2022

Professional Experience:

Internship:

HR Intern | Cyber Infrastructure

Indore | [20/10/2023] - Present

Gained hands-on experience in HR functions, including recruitment, employee engagement, and HR administration.

Assisted in the implementation of HR policies and procedures.

Contributed to various HR projects, demonstrating adaptability and a keen interest in the field.

Customer Support Representative | TechMahindra

Remote | 03/08/2022 - 03/08/2023

Provided exceptional customer support.

Collaborated with cross-functional teams to address customer concerns and inquiries.

Developed strong communication and problem-solving skills.

Inside Sales Intern | PlanetSpark

Remote | 15/04/2022 - 15/07/2022

Collaborated with the sales team to identify potential leads and opportunities.

Assisted in the development and implementation of sales strategies.

Conducted market research to support the sales team in targeting specific customer segments.

Skills:

HR Skills: Recruitment, Employee Engagement, HR Administration

Customer Service: Effective Communication, Problem-Solving

Sales: Lead Generation, Sales Strategy, Market Research

Soft Skills: Team Collaboration, Adaptability

Certifications:

Fundamental of Digital Marketing

Language:

English & Hindi