


MAHAK JAIN

H R & F I N A N C E

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PROFILE

As a recent pursuing graduate with a background in HR and Finance, I am excited to bring my knowledge and skills to a new professional setting. I am a quick learner and am always eager to take on new challenges. I am confident that my passion for these fields, combined with my strong work ethic, will make me a valuable asset to any organization.

SKILLS

- MS-Office
- MS-Word
- MS-Excel
- MS-PowerPoint
- English Proficiency (Spoken)
- English Proficiency (Written)
- Digital Marketing
- Asana Project Management(Beginner)
- Leadership
- Team Work

EDUCATION

MBA, HR & FINANCE

Gyan Ganga Institute of Technology & Sciences
Percentage: 75% 2021 - 2023

BACHELOR OF COMMERCE (B.COM), COMPUTER APPLICATION

Gyan Ganga College Of Excellence
Percentage: 74.22% 2018 - 2021

SENIOR SECONDARY (XII), COMMERCE

St.Xavier High School (ICSE Board)
Percentage: 76.4% 2018

SECONDARY (X) , COMMERCE

St.Xavier High School (ICSE Board)
Percentage: 75.83% 2016

EXPERIENCE

HR INTERN

Marpu Foundation, Virtual

Sep 2022 - Nov 2022

There are a majority of people, who desire to help people but afraid to take a step forward due to lack of support. Marpu Foundation here dispense comprehensive assistance to each and every executor who carry out a vision for better tomorrow, a better society with fewer issues outstanding to be dealt with.

CERTIFICATE

- Internship Certificate (Marpu Foundation)
- Participation certificate in (income tax return filling)
- E commerce certificate
- Certificate of appreciation in (national level quiz NAAC)