

SHEFALI DUBEY

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CAREER OBJECTIVE:

I wish to pursue a challenging job opportunity in a reputed firm that can accommodate my competence, experiences and goals while providing me with the scope to use my strengths in the best way possible for the company's growth.

ACADEMIC RECORD:

Professional Qualifications:

- Pursuing Master of Business Administration in Human Resource and Information Technology (IT) from ACROPOLIS INSTITUTE OF MANAGEMENT STUDIES & RESEARCH.
- Completed Bachelors of commerce (b.com) from St. Paul Institute of professional studies, Indore in (2018- 2021).
- Diploma Certification in Aviation, Hotels & Travel Management from FRANKFINN INSTITUTE OF TRAINING AND MANAGEMENT, INDORE in (2018-2019).

Educational Qualifications:

- Senior Secondary School Certificate (10+2) from Madhya Pradesh Board of Secondary Education in the year 2018.
- High School Certificate (10th) from Madhya Pradesh Board of Secondary Education in the year 2016.

PROFESSIONAL SKILLS: Communication skills, Active listening, Attention to Detail, Interpersonal skills.

CORE SKILLS: MS-office (Excel, Word, PowerPoint), Galileo software, Email Writing, Web surfing.

EXTRACURRICULAR ACTIVITIES:

- Actively Participated in social, cultural and sports activities during my academics.
- Participated in Udaan activity in Frankfinn and manage a whole team to generate highest leads.
- Collaborated with cross functional teams in Frankfinn to organize garba event.

CERTIFICATION:

- Completed Microsoft Excel & Word certification
- Completed Galileo management software for Hotels and Travels Management.

STRENGTHS:

- Good in Multitasking and Time Management, can manage different works at the same time.
- Good in Communication, easily go through the concepts and points of an individual.
- Adaptable, get comfortable with the surrounding situation and adjusts accordingly.

HOBBIES:

- Listening to Music / Watching web-series.

PERSONAL DETAILS:

Gender	: Female
Nationality	: Indian
Marital Status	: Unmarried
Languages known	: Hindi, English