

# **RESUME**

## **Monika Rajkumar Rajput**

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## **CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provide me job satisfaction and self-development and help me to achieve personal as well as organizational goals.

## **EDUCATIONAL QUALIFICATIONS**

<b>COURSE</b>	<b>STREAM/SPECIALI ZATION</b>	<b>INSTITUTION / UNIVERSITY</b>	<b>PERCENTAGE OF MARKS/CGPA OBTAINED</b>	<b>YEAR OF PASSING</b>
PGDM	Marketing	Shanti Business School	6.25	2021
M.A.M	General	L.J Institute of Management Studies	6.0	2016
HSC	Commerce	Doon International school	60	2013
SSC		Seventh Day Adventist Higher Secondary School	60	2011

## **WORK EXPERIENCE:**

- ❖ **Name of the organization:** Tech Mahindra.
- ❖ **Time period:** 5 month of experience on the post of Escalation Specialist (Attending managerial calls).
- ❖ **Name of the organization:** Kotak Mahindra Bank Limited.
- ❖ **Time Period:** 10 months of experience on the post of Assistant Acquisition Manager.
- ❖ **Name of the organization:** Action Edge Research Service LLP.
- ❖ **Time period:** 10 months of experience on the post of Web Researcher.
- ❖ **Name of the organization:** Khimji Ramdas India Private Limited.
- ❖ **Time Period:** 2 Month of experience as a Sales intern.
- ❖ **Name of the organization:** Bisleri International Private Limited.
- ❖ **Time Period:** 3 Months of experience as a Sales Intern.

## **PROFESSIONAL ACHIEVEMENT:**

- ❖ Topped training in Kotak Mahindra Bank.
- ❖ With an ownership executed many activities for product awareness and selling.
- ❖ Team Leader, handling a team of 5-6 people.
- ❖ Got selected in HCCB (Coca-Cola) for internship but due to pandemic did SIP in Khimji Ramdas.

## **CERTIFICATES:**

- ❖ The Fundamental of Digital Marketing by Google Digital Unlocked.
- ❖ Basics of Sales Order Management in Supply Chain by TCS ION Digital Hub.
- ❖ Email Marketing by Amity Future Academy.

## **CORE BUSINESS COMPETENCE:**

- ❖ Effective Communication: Verbal and Written
- ❖ Data Management
- ❖ Organizing
- ❖ Customer Relationship
- ❖ Time Management

## **SKILLS SUMMARY:**

- ❖ MS Office
- ❖ Internet of things.
- ❖ Quick Grasping Power
- ❖ Adaptability
- ❖ Leadership
- ❖ Good in Presentation Skills

### **Academic Achievements:**

- ❖ Project: Autobiography of local entrepreneur and their story compiling.
- ❖ Project: Event management of LJ College Garba (two year consecutively).

### **SEMINARS/CONFERENCES/WORKSHOPS ATTENDED:**

- ❖ Attended beyond Boundaries Learning program organized by Coca Cola, Year 2020.
- ❖ Attended Webinar of Digital Marketing By KLARITY. Year 2020.

### **EXTRA CURRICULAR ACTIVITIES:**

- ❖ Participated in annual function at school.
- ❖ Participate as a coordinator in various events of college.
- ❖ Participated in sport competition.
- ❖ Played Volleyball at State-Level.

### **HONORS AND AWARDS:**

- ❖ E4 MBA Intercollegiate Summer Trainee Awards India Region 2020. (Sales and Marketing)

### **INTERESTS:**

- ❖ Cooking
- ❖ Photography
- ❖ Volleyball Playing
- ❖ Planning Events

### **LANGUAGES KNOWN:**

- ❖ English
- ❖ Hindi
- ❖ Gujarati

### **PERSONAL DETAILS:**

Marital Status: Single  
Gender: Female  
Date of Birth: 15/11/1995  
Nationality: Indian

### **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.  
Yours Sincerely,

MONIKA RAJPUT