



# Rajeev Shukla

## CONTACT ME

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## EDUCATION

### BBA HONS. (Finance)

Karnavati University

2020 - 2023

### INTERMEDIATE

CBSE Board

Percentage- 69%

2019 - 2020

### HIGH School

CBSE Board

Percentage- 68%

2017 - 2018

## SKILLS

- Team management
- Accurate Money handling
- MS office productivity
- Documentation and Recordkeeping
- Negotiation and mediation

## LANGUAGES

- Gujarati
- English
- Hindi

## CAREER OBJECTIVE

To work in dynamic and growth stimulating environment, seeking knowledge To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

## WORK EXPERIENCE

### Tech Mahindra | Gandhinagar

Associate Customer Support

- Worked as a customer support executive in facilitating smoother customer transactions and queries
- I'd like to point out that I helped provide expeditious solutions to any customer-related grievances.
- Underwent training concerning the resolution and settlement of consumer services

### Hair Drama Co. | Ahmedabad

Intern Accounting Assistant

- Worked as an accounting assistant in relation to managing bills and vouchers of the clients
- Assisted in budget and finance planning for the firm.

### Univation Media & Communication Pvt Ltd | Gandhinagar

Intern

- Worked as a Project Executive in executing online and offline modes of academic events at the university from various domains of expertise.
- Have good exposure to handling different types of events for the university including team management, media planning, operations, and logistics.
- Worked closely on financial and accounting matters with the treasurer of Karnavati University Student Governing Council that included planning budgets for various events, handling reimbursements and vendor coordination

## REFERENCES

### Shiven Shrivastava

CEO

(Univation media & communication Pvt Ltd)

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### Sanket Shintre

Creative lead

(Hairdrama co.)

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