**MONISHA SHIVNANI**

Female, 23 years, Management in Business Administrations (MBA)

**OBJECTIVE**

To work in a challenging and motivating work environment, where my creative, analytical and leadership skills contribute in a major way towards the growth of a company.

**EDUCATIONAL BACKGROUND**

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| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **School/College** | **University** | **Percentage/CGPA** |
| 2009-11 | MBA (Marketing) | IBS, Ahmedabad | Dehradun University | 6.71 |
| 2006-09 | B.Com | H.R College of Commerce and Economics, Mumbai | Mumbai University | 74% |
| 2005-06 | HSC | Convent of Jesus and Mary, Baroda | GSEB | 80.27% |
| 2003-04 | SSC | Convent of Jesus and Mary, Baroda | GSEB | 85% |

**WORK EXPERIENCE**

* **Ameya Dye Chem Pvt Ltd, Vadodara** (May 2011 – Present)

Designation : Sale Coordinator

Responsibilities: Customer Servicing in terms of entire Coordination right from getting a Purchase order, getting Amendments, getting it approved internally and Following up till Dispatch. Maintaining database and most importantly maintaining Stocks.

**PROJECTS AND INTERNSHIPS**

* **Superhits 93.5 Red FM, Baroda.** (March 2010 - May 2010)

Designation: Producer and Brand Manager

Title: Enhancing the Brand.

Responsibilities: Brand Promotion and Producer of Morning and Evening prime time shows.

* **Project on Recruitment.**
* **Project on Communication Strategy for Broom.**

**OTHER QUALIFICATIONS AND ACHIEVEMENTS**

* Diploma in Corporate Communication and Advertising from Ahmedabad Management Association (AMA).
* Winner of Brand Designing Competition 2009 at IBS-Ahmedabad.

**SKILLS:** Analytical & Observational Skills, Arranging events**,** Planning Agendas andPreparing Charts.

**PERSONAL DETAILS:**

Date of Birth: 24th May 1988

Languages known: English, Hindi, Sindhi and Gujarati.

Interests: Cooking, dance, listening to music, swimming and travelling.