**Sahil Makhija**

BBA (Bachelor in Business Administration)

Address: B-130 Freedom Fighter Enclave, Saket, New Delhi

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**Career Objective:**

To be associated with an organization that will appreciate and draw my skills, intelligence and hard work, thereby creating avenues for personal and professional growth.

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**Qualitative Skills:**

* Strong communication, collaboration and interpersonal skills with proficiency in grasping new concepts quickly and utilizing them in effective manner
* Ability to work in new and challenging environment, as well as deadlines driven environment
* Willingness to work in group and ability to lead group activities
* Willingness to learn new concepts and ideas involving new technologies with an ability to adapt quickly and effectively



**Experience:**

**Total experience-2 years**

* **1 year experience of working as a Senior Research Analyst at Prime Research- a Cision company**

**-Key responsibilities-**

* **A core member of News Team**
* **Conducting Research on daily basis**
* **Managing time and meeting daily deadlines**
* **Maintaining a database**
* **One year experience of handling MIS, operations and coordination of different skill India schemes connected with assessments and assurance with Indore Skill Assessment Services Pvt. Ltd.**

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**Educational Credentials:**

* B.B.A. from New Delhi Institute of Management (Indraprastha University, Delhi)
* HSC from New Green Field Public School (CBSE board) with 77 % in the year 2015
* SSC from New Green Field Public School (CBSE board) with CGPA 6.0 in the year 2013



**Personal Details:**

Fathers Name:- Mr. Subhash Makhija

Mothers’s Name:- . Mrs. Monika Makhija

D.O.B.:- 13th August, 1997

Gender :- Male

Languages Known:- English and Hindi

Nationality:- Indian



**Declaration:**

I hereby declare that all the above information given by me is true to the best of my knowledge.

Date: / / 2020

Place: New Delhi SAHIL MAKHIJA