

Khyati Rajput

Address – Shyam Park Nawada, New Delhi-59.

Ph. No. – 9990723640

E-Mail – khyati.rajput1@gmail.com

LinkedIn – www.linkedin.com/in/khyati-rajput-7a8531243

Objective:

Pursuing first-year as MBA student seeking internship opportunities to gain practical experience. To be a part of an organization where get a chance to use my knowledge and skills to contribute in the progress of the organization as well as myself.

Educational Background:

Course	Year of Passing	Institute/University	Final Grade
Master of Business Administration (MBA)	2023 – 2025 (Pursuing)	TIAS – Guru Gobind Singh Indraprastha University, New Delhi)	SGPA: 8.200 (1 ST Sem)
Bachelor of Business Administration (BBA)	2023	KIHEAT – Guru Gobind Singh Indraprastha University, New Delhi	86%
Senior Secondary Education (12th Grade)	2020	Convent of Gagan Bharti Sr. Sec. School, C.B.S.E., New Delhi	68%
Secondary School Education (10th Grade)	2018	Convent of Gagan Bharti Sr. Sec. School, C.B.S.E., New Delhi	66%

Internship:

Marketing and Sales Intern at HARBOUR TECHNOLOGIES, New Delhi

June,2022 – August,2022

- Made sales of technical and advancement technologies among the school.
- Provide Workshops in Offline mode for school students.
- Prepared and delivered Effective marketing plans
- Fulfill the targets of the company

Technical Skills:

1. Ms Excel
2. Ms Word
3. Ms PowerPoint
4. Canva

Personal Skills:

- Ability to work independently or as a part of team.
- Ability to establish good relationship with people
- Loyal towards work and duties.
- Ability to produce best results in pressure situation.
- Eager to learn new things.
- Good at fixing problems and coming up with ideas
- Can manage projects and get things done.

Certifications:

- **Introduction to MS Excel** - Simplilearn - Sep 2022
- **Women in Data-Training Program** - Dell Technologies -Sep 2022

Accomplishment

Participated in an Event

April, 2024

Institution: Tecnia Institute of Advanced Studies

Event: 16th Endeavour - The Management Fest

Role: Event Head