



VIDHI JAIN

A BBA student with a strong passion for business strategy and management. Have developed solid analytical and problem-solving skills through my coursework and experience . I thrive in team settings and am eager to contribute to a dynamic organization where I can continue to learn and grow professionally.

Contact



9519511746



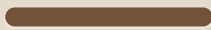
vidhijain0523@gmail.com



House no. 167,Devi Vihar, Jhajjar
Chungi, Sector 22 Rohtak

Language

ENGLISH



HINDI



TECHNICAL SKILLS

Ms Power point

Ms Excel

Ms Word

Tally

Data Entry

Stock Market

CAREER OBJECTIVE

To associate myself with an organisation where my skills and knowledge are utilised in the best possible way which provides me an opportunity for growth in my professional career as well contributing to the growth of the organisation.

EDUCATION

	College/ School	University/ Board	Year of Passing	% Obtained
DEGREE (Branch)	Bachelors of Business Administration	Vaish College of Engineering, MDU-Rohtak	2025	PURSUING
12th Class	Vidya Devi Jindal School, Hisar (Boarding School)	CBSE	2021	85%
10th Class	Vidya Devi Jindal School, Hisar(Boarding School)	CBSE	2019	75%

ACHIEVEMENTS

- Topper of the batch
- 1st in English poetry
- 2nd in English debate
- 3rd in group discussion
- Best anchor and coordinator in college fest's

PERSONAL TRAITS

Good written &
Communication skills

Leadership Quality

Team Player &
Multitasker

Flexible & can work
under pressure

Commitment to new
learnings & processes

WORK EXPERIENCE & INTERNSHIPS

RNS ENTERPRISES, ROHTAK

DEC 2022 - Present

MANUFACTURE AND SUPPLIER OF AUTOMATIVE COMPONENTS

» Supervisor

- Maintaining data of inward/ outward of material on register
- Supervising work and workers on daily routine operations.
- Guiding and motivating workers to work effectively, efficiently and on time

EXTRA CURRICULAR ACTIVITIES

» Active participation in cultural events in college.

- Public Speaking
- Dancing
- Theater
- Singing
- Sports
- Event Management
- MSME Program

DECLARATION

I certify that all the information here is true to the best of my knowledge.