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| **Ankita Paragbhai Sheth** | shethankita2509@gmail.com •  Rajkot, India • 36005 |

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| Summary | **Summary** |  |
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**Motivated and detail-oriented management graduate with a strong foundation in business administration and strategic planning. Seeking an entry-level management position to leverage my analytical skills, leadership abilities, and academic knowledge to contribute to the growth and success of a dynamic organization.**

Detailed-oriented candidate seeks a Management Trainee position, coming with a strong ability to deliver practical and leadership-by-example type of training that optimizes team performance and group morale. Excellent knowledge of MS Excel, PowerPoint, Word, and Access, strong research, presentation development, and delivery skills.

**Core Skills and Competencies**

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| * Advanced Statistics * Adaptability * Team Management | * People Management * Problem Solving * Interpersonal Ability | * Analytical Thinking * Effective Communicator * Decision Making |

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|  | **Education** |  |
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**Persuing : Diploma in Design and after effects in Tops Technologies , 2024**

**Persuing: Master of Business Administration (MBA) in (D. Y. Patil Vidhyapith)**, 2024

D.Y. Patil Vidyapeeth University (Distance Learning) | Pune, India

Bachelor of Commerce, 2023

M.J. Kundaliya College

Saurashtra University | Rajkot, India

Class 12, 2020

Tapasvi School, ( GSEB) | Rajkot, India

Class 10, 2018

Tapasvi School, (GSEB) | Rajkot, India

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|  | **Certification** |  |
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CCC Certificate

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|  | **IT Skills** |  |
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Microsoft Office Suite, Internet Browsing, Google Search