**RESUME**

**TEENA AJAYSINGH BAIS**

**Email ID: teenabais19@gmail.com**

**Mobile no. 8208897372**

OBJECTIVE: -

Intend to build a career in an environment, which will help me to enhance my potential and to undertake challenging assignment for learning new things.

ACADEMIC: -

* 2020-2022: Pursuing **Master of Business Administration (MBA)** from Dr. Ambedkar Institute of Management Studies and Research, Nagpur (Affiliated to RTMNU)
* Completed **Bachelor of Business Administration (BBA)** from Dr. Ambedkar Institute of Management Studies and Research, Nagpur (Affiliated to RTMNU) in the year 2017 – 2020.

**Result: 59%**

* Completed **H.S.S.C** from S.M. Mohota Science, Nagpur in the year of 2017

**Result: 60%**

* Completed **S.S.C** from Adarsh Vidya Mandir, Nagpur in the year 2015

**Result: 85%**

TECHNICAL SKILL:

* Holds MS-CIT Certificate with an aggregate of 85%.
* Basic Computer Knowledge.

CERTIFICATION & EXPERIENCE: -

* Completed 3 Month internship in HR domain at Royals Web tech Pvt .ltd.
* Completed 45days of Internship at IFORTIS CORPORATE as an HR intern
* Experience of Mega drive Placement at HCL,Nagpur
* Completed NPTEL course Principles of Management with 82%

STRENGTH: -

* Good Communication and leadership skills
* Quick learner with positive attitude

ACHIEVEMENT: -

* 1st in an Intra-Collegiate sports event (Box cricket) in year 2017 & also in year 2019
* 1st in Intra-school 400mt Running competition.

PERSONAL INFORMATION: -

* Father’s name : Ajay Bais
* Mother’s name : Karuna Bais
* Date of birth : 19.09.1999
* Nationality : Indian
* Language : English, Hindi
* Marital status : Unmarried
* Hobbies : Cooking, sketching, drawing
* Permanent Address : Q-No- I/12Shantinagar VHB colony, near railway line, Nagpur – 440002.

I Teena Bais hereby declare that the above information furnished is true to the best of my knowledge and belief.

Date:02.05.2021

Place: Nagpur.