

NOMAN SHAIKH

An enthusiastic and detail-oriented MBA graduate with a specialization in Information Technology, bringing strong communication, coordination, and management skills. I have hands-on experience in HR operations, recruitment support, and business documentation. I'm passionate about working in dynamic environments where I can contribute to team success, solve real-world business problems, and continuously grow through learning and collaboration.

Educational Background

Master Of Business Administration (MBA)

Institute of Management, Badnapur, Maharashtra
June 2020 – April 2022 | CGPA: 8.2/10 | Grade: A++

- Specialized in Information Technology with a focus on business strategy and digital transformation.

Bachelor of Science in Computer Science (BSc)

Bhanudas Chauvan College, Partur Maharashtra
July 2015 – April 2018 | Percentage: 63.97% | Grade: A

- Core coursework in computer fundamentals and business applications.

Certifications

- MS-CIT (Microsoft Office Tools) – 2016
- Diploma in Computer Applications, Business Accounting, and Multilingual DTP (NIELIT) – 2018
- Master Diploma in Information Technology (MD-IT) – 2020

Academic Projects

Cryptocurrency and Digital Finance

- Studied the economic impact and regulatory challenges of crypto as an emerging financial asset.

Quality Management in Service Sector

- Designed a framework for performance assessment and improvement in customer-facing departments

Professional Experience

HR Intern – Con Fin Technologies, Hyderabad (Aug 2023 – Sep 2023)

- Supported HR functions: recruitment, onboarding, documentation.
- Screened resumes and assisted in shortlisting candidates.
- Managed employee data and helped in coordinating interviews.
- Provided administrative and coordination support to the HR team.

Contact

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Key Skills

Business & Management Skills

- Recruitment & HR Support
- Marketing Research
- Strategic Planning
- Quality Assurance
- Documentation & Reporting
- Communication & Presentation
- Sales Pro (Certified)

Tools & Software

- MS Office Suite (Word, Excel, PowerPoint, Outlook, Access)
- Google Workspace
- Canva (Advance)
- Video Editing
- Social Media
- Chat GPT
- Prompt Engineer
- Using AI

Language

- English (Fluent)
- Hindi (Fluent)
- Urdu (Fluent)
- Marathi (Marathi)

Strengths

- Strong communication and interpersonal skills.
- A quick learner with adaptability to new roles.
- Creative thinker with a problem-solving mindset.
- Works effectively under pressure and in teams.
- Professional, punctual, and detail-oriented.

Interests

- Team Leadership
- Content Creation & Marketing
- Event Management
- Travelling, Photography
- Football, Swimming