

# SHOKHI JAIN

Agra, Uttar Pradesh  
shokhijain100@gmail.com  
+91 7300803355

## CAREER OBJECTIVE

I am seeking for company where my experience can not only improve the status of the company but also automate the working process to the best possible one.

## EDUCATION

Master in Business Administration, <i>Uttam Institute , Agra</i>	2019- 2021
Bachelor in Commerce, <i>Agra College, Agra</i>	2015- 2018
Intermediate, SRGMSSS, Agra	2014-2015
High School, UMS, Agra	2012- 2013

## PROJECTS

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- Final Project – Labour Welfare
- Company- Basant Overseas, Agra
- Employees determination at Basant Overseas to know how employees are committed for job and for the achieving the goals of the organisation.
- Summer Project – Training And Development
- Company- Roger Export, Agra
- The training program is to fill in the gap between the existing and the desired level of knowledge, skills and aptitudes.

## SKILLS

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- Ability to work under pressure.
- Time Management
- Leaderships Qualities
- Ability to step in whenever needed
- Spanish -- Beginner

## CERTIFICATES

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- International Conference On Commerce, Management, Economics & Social Studies.
- Certificate Of Training In Benara Autos Pvt Ltd.

## Declaration

I hereby declare that all the above mentioned information is true and correct to the best of my knowledge.