

## **SURBHI DHAWAN**

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Delhi, Pin Code: 110009

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**Date of Birth:** 23<sup>rd</sup> May 1992

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### **Career Objectives**

Seeking a career to achieve a challenging position in esteemed organization, where acquired skills and experience can be utilized towards continued growth and advancement.

### **Key Attribute**

- Quick Learner
- Analytical
- Committed
- Optimistic
- Flexible

### **Academic Qualifications**

| <b>Degree/<br/>Certificate</b> | <b>Specialization</b>              | <b>School / College/ Board/<br/>University</b> | <b>Year of<br/>Passing</b> | <b>Percentage<br/>/ C.G.P.A</b> |
|--------------------------------|------------------------------------|------------------------------------------------|----------------------------|---------------------------------|
| Post<br>Graduation             | MBA –<br>Marketing &<br>Operations | Amity-NOIDA                                    | 2017                       | 6.5                             |
| Graduation                     | BBA                                | Shobit University                              | 2014                       | 60.2%                           |
| Diploma                        | 3D Animation/<br>Film making       | Reliance Aims                                  | 2013                       | N/A                             |
| Class XII                      | Commerce                           | Maharaja Agrasen Public<br>School, C.B.S.E.    | 2010                       | 70.7%                           |
| Class X                        | All Subjects                       | Selaqui International<br>School, I.C.S.E.      | 2008                       | 70%                             |

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## Internship / Projects

Organization : **Pikaso Houseware, Delhi**

Duration : 8 weeks

Designation : Intern

Role : Worked in the Production Department

Responsibility: 1) Analysing Inventory sheets and production sheets.

2) Working in Production Planning and prioritizing operations to ensure maximum performance and minimum delay

3) Performing quality control checks on finished products.

I. Project Title : **Pikaso Houseware: Quality Control, Labor Operations And Product Enhancement**

Duration : 2 months

Role : To study the Quality parameters, labor operations and Customer feedback in regards to product features.

II. Project Title : **ISM Approach to Identify Key Factors Behind Quality Management System Implementation in Indian Plastic Small-Scale Industry.**

Duration : 6 months

Role : To identify critical success factors of Quality Management System in Indian Plastic Industry

## Technical Skills

- Good Skills in MS Office
- Knowledge of Adobe Photoshop, Autodesk Maya, After Effects
- Knowledge of Google AdWords

## Other Skills/Co-curricular Activities

- Participated and won numerous medals in Sports and Extracurricular Activities at school and college level.
  - Participated in and organized courses for Art of living foundation at college level
  - Participated in speeches at Public platform and events at college level.
  - Participated in singing events and platforms at college level.
  - Made short films and scripts during my Diploma course in Animation & Film Making.
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