

Tarini khanduja|22 Years|

MASTERS IN BUSINESS IN ADMINISTRATION

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CAREER OBJECTIVE

To serve an esteemed organization, holding a challenging and responsible position, with an unrestrained vertical growth ensuring creditable performance through sheer contribution of my work.

**CARRER SUMMARY**

1. Excellent communication and Quick learner with abilities to work in a team.
2. Decisive & Result oriented, offering exceptional talent in Management and Leadership Skills.
3. Ability to resolve the problems as an individual or as team.
4. Presentation Skills.

**INTERNSHIP UNDERTAKEN**

* **INTERNSHIP EXPERIENCE** with **HDFC Bank** for a period of two months-**2019**
* **CAMPUS AMBASSDOR OF EXIMUS,2019** at **IIM BANGLORE**
* **CAMPUS AMBASSDOR OF ALCHERINGA,2020** at **IIT GUWAHATI**

**ACADEMIC RECORD**

* **PURSUING**

Master’s in Business Administration

(HR & Marketing)

FROM: KIET Group of Institutions with 74.16%

* **BACHELOR’S**

Bachelor’s in Commerce Honors

(Specialization -Banking)

FROM: Swami Vivekanand Subharti University with 76.20%

* **SENIOR SECONDARY AND HIGHER SEONDARY**

12th (CBSE Board) with 74.4%

10th (CBSE Board) with 77.9%

FROM: Dayawati Modi Public School

**TECHNICAL SKILLS**

* Proficient in basic MS OFFICE.

SEMINAR AND WORKSHOP

* Involved **in NIESBUD (NATIONAL INSTITUTE FOR ENTERPRENUERSHIP AND SMALL BUSINESS DEVELOPMENT)** Training.
* Life Skills training conducted by **GTT and NASSCOM Foundation.**
* Workshop of **LABOUR LAW COMPLIANCE INCLUDING ROLES AND RESPONSIBILITIES OF HUMAN RESOURCE.**

**CERTIFICATION COURSES**

* Fundamentals of Human Resource Management **(NPTEL)-2019**
* E-business **(NPTEL)-2019**
* Email Marketing Certified **(HUBSPOT ACADEMY)-2019**

**CERTIFICATE OF ACHIEVEMENT**

* Student Coordinator of **EPOQUE-2019**
* Scholar in Business Studies in **AISSCE- SSC,2015**

**DATE: (TARINI KHANDUJA)**