

SHIVANI SINGH RAJPUT

Fresher

always energetic and eager to learn new skills.

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Sanskar Colony adhartal, Jabalpur,
Jabalpur, India

EDUCATION

M.B.A.
Global Nature Care Sangathan Group Of
Institution, Jabalpur

2020-2022

71%

Courses
- Human Resource &
Finance

B.Com
G.S. College of Commerce & Economics,
Jabalpur

2017-2020

65%

Courses
- Commerce & Computer
Application

12th
Bal Vidya Vihar Higher Secondary School, Guna

2016-2017

83.6%

Course
- Commerce

10th
Bal Vidya Vihar Higher Secondary School, Guna

2014-2015

84.6%

WORK EXPERIENCE

For Internship

Study on recruitment and selection process
employees at ICICI Bank.

SKILLS

Communication

Public speaking

Time management

Computer Application

CAREER OBJECTIVE

To work in an organisation where my knowledge is
enhanced, my skills are leveraged and I work at my
best level to be a distinguished professional.

STRENGTHS

- Easy going person.
- Good Communication Skills.

CERTIFICATES

Tally Accounting (06/2019 - 10/2019)
GST, TDS, Payroll, Inventory.

LANGUAGES

English & Hindi
Professional Working
Proficiency

INTERESTS

Photography

Watching movies and web series