

# SHRUTI JAIN

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## **Objective**

I am an enthusiastic person who loves problem-solving. My objective is to obtain a good position in an organization where I can enhance, maximize and imply my skills with dedication, interest, team spirit, and cooperation. I am currently a fresher looking for internships and job opportunities.

## **Skill Highlights**

- MS Office (PowerPoint, Word, Excel)
- Tableau (Data Visualization)
- Stock Market
- Digital Marketing

## **Experience**

1. Internship project – Rise of Nation Academy, Ujjain (July – December 2022)
  - Onboarding documentation, payroll & time office
  - Managing spreadsheets in Microsoft Excel & Google Sheets
  - Prioritizing tasks, meeting deadlines and efficiently managing multiple responsibilities.
  
2. Internship project – Acuevers Stock Market, online (January – March 2023)
  - Customer Accusation
  - Opening Demat Account
  - Communication Skills

## **Education**

<b>DEGREE</b>	<b>INSTITUTE, LOCATION</b>	<b>%</b>	<b>YEAR</b>
Course (Online)	Indian Institute of Management, Rohtak, Business Analytics and Intelligence	Awaited	2023
B.COM(H)	Devi Ahilya Vishvidalaya, Indore, Madhya Pradesh	87	2022
XII (CBSE)	Gyan Sagar Academy, Ujjain, Madhya Pradesh	81	2019
X (CBSE)	Akshat International School, Ujjain, Madhya Pradesh	82	2017

## **Activities**

- Ongoing certification course in Pre-MBA Statistics course by IIMA(Online)
- Completed certification course of Advance Excel.
- Participated in the DAVV MUN debate competition.
- Completed Digital Marketing course by Goggle.
- Participated in inter college Badminton competition

## **Other Interests**

- Physical fitness and strength
- Travelling
- Reading and Writing
- Driving
- Badminton