



**SHIKHA**

## Personal info

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**Phone:**

+919877516809

**Email:**

thakurshikha526@gmail.com

**Address:**

House No 2712, Sector 61,  
Mohali, Punjab, 160062

**Languages:**

- Hindi
- English
- Punjabi

## Career Objective

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Aspiring to be a part of a reputed organization, working at a responsible position and performing consistently to the best of my skills and abilities in order to learn and grow along with the organization.

## Education

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**Chandigarh University, Mohali, Punjab**

Master of Business Administration, Marketing & HR with 7.3 CGPA marks in May. 2019.

**Guru Nanak Dev University**

Bachelor, Bachelor of Science with 72% marks in Jun. 2017.

**P.B.S.E. Board, Dasuya, Punjab**

High School Diploma, 10+2 (Non Medical) with 75% marks in Jun. 2014.

**P.B.S.E. Board, Dasuya, Punjab**

High School Diploma, Matriculation with 84% marks in Jun. 2012.

## Training

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- Training and Development at Hoshiarpur Automobiles Pvt Ltd. (MARUTI SUZUKI) during MBA.

## Work Experience

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- **2 years' Experience at Landmark Immigration Consultants Pvt Ltd as a Admission Officer.**

**Job Responsibilities:**

- Ensured benefits and advantages of enrolment are shared with student Support enrolment process
- Ensured admissions of the student in respective colleges / Universities.
- Coordinated with respective team for the admission services, faculty timings.
- Maintained confidentiality of data, Efficient & appropriate communication to students related batch details.

## Hobbies

Traveling

- Reading Books
- Listening Music

## Skills:

- Microsoft office
- Expert in email writing
- Microsoft excel

## Co-Curricular Activities

- Participated in CU Management Games.
- Participated in CU Management fest.
- Participated in college in quiz completion.

- **Currently working as a team leader (Admissions) in Charms Education and Immigration Services since Feb 2022.**

### Job Responsibilities:

- Developing and Implementing a strategy to achieve the team's Goals
- Assigning and delegating tasks to team members
- Monitoring and evaluating the team's progress and performance
- Communicating clear instructions and expectations to team members
- Providing training, guidance, support, and motivation to team members
- Daily Reporting to Management of the task done by team members.
- To resolve all the conflicts arise in the team

## Awards & Achievements

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- Got an appreciation award of Team Leader from Charms at Annual Party.
- Got a certificate of coordinator at Chandigarh University management fest.
- Complete an online course from SM Study Certification in social media and digital marketing.
- Got second position prize during Bachelor's Degree in academics.

## Additional information

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Father's Name	:-	Kuldeep Singh
Gender	:-	Female
Nationality	:-	Indian
Date of Birth	:-	10/10/1996

### Declaration

I am declaring that all the information giving here is valid and authentic.

DATE : ( / / )

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