



SHIKHA

Personal info

Phone:

+919877516809

Email:

thakurshikha526@gmail.com

Address:

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

Languages:

- Hindi
- English
- Punjabi

Career Objective

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

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

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

Work Experience

- **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

- 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

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 : (/ /)
