



# SHWETA SAROJ

MBA (HR)

**City:** Lucknow, UP

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## LANGUAGES

English: Intermediate  
Hindi: Native

## SKILLS

- Excel
- PowerPoint
- Marketing
- Team work
- Leadership

## CAREER OBJECTIVE

I am looking for an entry into a highly professional institute where I can use my knowledge and professional attributes to achieve the organisation's goals. I am looking for an opportunity where I can apply my passion to drive positive change in the community.

## EDUCATION

MBA from Chhatrapati Shahu Ji Maharaj University, Kanpur  
**August 2022- Present**

B.com from Kulbhaskar Ashram P.G. College,  
Allahabad State University Prayagraj  
**July 2018- 2021**

12<sup>th</sup> from J.T. Golden Jubilee School Prayagraj  
**2018 CBSE| COMMERCE**

10<sup>th</sup> from J.T. Golden Jubilee School Prayagraj  
**2016 CBSE**

## ADDITIONAL CERTIFICATE

- Course on Computer Concept (CCC) NEILIT with a "C" grade in 2018.
- National Service Scheme (NSS)
- Learn the useful formulas of MS Excel in Hindi.
- Certificate of online training on Human Resource Management from Internshala Trainings
- Certificate of online training on internships and job preparation from Internshala Trainings
- Two months of summer training in HPCL.

## STRENGTH

In childhood I used to be a naughty and careless girl but now a days I become a sincere, Self Motivational Person, Stress Tolerance Person and Responsible Person.

## DECLARATION

I hereby declare that all information given above is correct to the best of my knowledge.