

Shehnaz Akhtar

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PERSONAL DETAILS

Date of birth: 10 February 1992

Gender: Female

Language: English, Urdu, Hindi

CAREER OBJECTIVES

To acknowledge excellence in my work through working for quality efficiency and effectiveness by being a part of an organization that provides ample scope for learning and provides an opportunity for Organization and personal growth.

PERSONAL SKILLS

- Good analytical and planning skills.
- Strong influencing and communication skills.
- Able to work closely with other professionals as a part of team.
- Positive 'can do' attitude towards work.

TECHNICAL SKILLS

- Basic computer knowledge
- Tally (ERP 9)

EDUCATION

- **Masters in Business Administration** from University of Kashmir, India specialized in **Marketing** and **HR** (2014-2016)
- **Bachelors in Commerce** from University of Kashmir, India (2012-2014)
- **10+2** from Amira Kadal Higher Secondary School, Srinagar JKBOSE (2009-2012)
- **10th** Board From Woodlands House School, Srinagar JKBOSE (2008-2009)

ACADEMIC RECORD

MBA	University of Kashmir	7.20(SGPA)
B.COM	University of Kashmir	50.33%
10+2	JKBOSE	67.86%
10th	JKBOSE	65.40%

INTERNSHIP

2 months internship from **ANSARI TOYOTA** in **HR** on the project entitled "**Employee Satisfaction**"

EXPERIENCE

1yr Experience of Sales Executive in Peacock Holidays Srinagar, Kashmir

AREAS OF INTEREST

- Writing
- Gardening
- Net surfing

