

EXECUTIVE SUMMARY

I am an MBA student specializing in **Human Resources and Marketing**. I am eager to develop my skills and proud to say that I am a **National Cadet Corps (NCC) cadet**. I serve as a **senior** member of the **Rajput party** (weapon parade), **leading around 150 cadets**. My achievements include attending the Army Attachment Camp (AATC) and the Combined Annual Training Camp (CATC). I am **naturally disciplined** and possess **strong leadership** and **unity qualities**.

I am inspired by **Major Mohit Sharma, AC, SM**.

TECH STACKS

- Microsoft Word
- Microsoft Excel
- Microsoft Power point
- Microsoft power BI

TECHNICAL OUTLINE

- **Microsoft Word:** Used for creating, editing, and formatting professional documents like reports, letters, and resumes.
- **Microsoft Excel:** Utilized for organizing data, performing calculations, and creating charts using formulas and functions.
- **Microsoft PowerPoint:** Designed presentations with slides, visuals, and animations for academic and business purposes.
- **Microsoft Power BI:** Created interactive dashboards, visual reports by importing and analyzing data from various sources.

SOFT SKILLS

- Leadership
- Communication
- Time Management
- Work Ethics
- Adaptability
- Psychological

CERTIFICATES

- **Power BI Workshop** – Office Master
- **Digital Marketing Workshop**

ACHIEVEMENTS

- NCC Certificate “**C**” – **Grade B**
- NCC Certificate “**B**” – **Grade C**
- Army Attachment Camp (AATC) – **Indian Army**
- Combined Annual Training Camp (CATC)
- State-Level Slingshot Player

ACADEMIC CREDENTIAL

Master of Business Administration (MBA), Human Resources & Marketing

- Rathinam Technical Campus | Expected Graduation: **2026**

Bachelor of Business Administration (BBA)

- Swami Dayananda College of Arts & Science | Graduated: **2024**