**RESUME**

**SHELMA**

**SHELMA.347507@2freemail.com**

**OBJECTIVE:**

Willing to work in an organization, which gives opportunity to explore one’s talent, recognize capabilities and believes in teamwork and aims at continuous growth. And also adaptable with the dynamic nature of the organization.

ACADEMIC ACHIEVEMENTS:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL.NO. | COURSE NAME | BOARD/ UNIVERSITY | PERCENTAGE | YEAR OF PASSING |
|  |  |  |  |  |
|  1. |  M.B.A.  | Bangalore University  |  66.25%  |  2016 |
|  2. |  B.B.A. |  Pt. Ravi Shankar Shukla University | 56% | 2014 |
|  |  | (Raipur) |  |  |
| 3. | 12th (Commerce) | CBSE | 54% |  2011 |
|  |  |  |  |  |
| 4. | 10th | CBSE | 60% | 2009 |
|  |  |  |  |  |

 And my specialization in MBA was both HR and Finance as it was dual specialization.

SELF NATURE:

Focused

 Straightforward

 Smart working

HOBBIES

HOBBIES:

 Reading, Watching T.V. & Always dreams to travel whole world.

 **AREA OF INTEREST**

* Finance
* HR

**PROJECT WORK:-**

I have done my project both in HR as well as Finance. I have done my HR project in BBA and done my Finance project in MBA.

**HR Project- (BBA)**

A study on employee job satisfaction at Ram Krishna Care Hospital, Raipur.

 **Finance project- (MBA)**

A study on Service Tax of Bhilai Steel Plant, Bhilai .

LANGUAGES KNOWN:

|  |  |  |  |
| --- | --- | --- | --- |
| Languages | Read | Write | Speak |
| English | √ | √ | √ |
| Hindi | √ | √ | √ |
|  Malayalam | √ |  | √ |

PERSONAL DETAILS:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Date of Birth |   : | 07 March 1993 |
| Birth Place | : |  Korba |
| Religion | : |  Christian |
| Sex | : | Female |
| Nationality | : |  Indian |
| Marital Status | : |  Single |
|  |  |  |
|  |  |  |
|  |  |   |

I hereby declare that the data and information provided above are true and correct to the best of my knowledge.