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# Deepshikha

**MBA (HR & Finance)-ITM Gwalior**

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## Skills

- MS Office
- MS Excel
- MS-Project
- Project management
- Market Research
- Learning agility
- Decisive
- Interpersonal skills

## CERTIFICATIONS

- Tally ERP-9
- Post Graduate Diploma In Computer Application.
- 4th National Seminar on Strategies for Sustainable competitive Advantage in a Globalized Era, SUSPIRE-2019
- Digital Marketing Workshop at VSB Seminar Hall, ITM GOI, Gwalior.
- National Workshop on Intellectual Property Rights (IPR).
- Gillette Guard Safalta Apni Muthi MEIN

## Key Skills:

- Excellent grasping capabilities and clear understanding of concepts,
- Creative direction & concept development
- Ability to adhere to strict deadlines,
- Dedicated work ethic,
- A driven desire to learn and develop professionally.
- Discovering with the new peoples.

## Professional Snapshot

- Proficient in talent acquisition. Ability to negotiate terms effectively with excellent communication skills to enhance the overall strategic plan of. Proven professional with extensive interest in recruitment. Skilled at addressing high attrition rates.
- Academic exposure of MBA (HR, Finance). Internship in HR Coordinator at IPCA Laboratories Limited.
- Certifications in TALLY ERP-9, Post Graduate Diploma in Computer Application.

## WORK EXPERIENCE

**Organization:** Shikhar Coaching Classes Pvt Ltd.

**Designation:** Office Administrator

**Duration:** Dec 2020- present

### Key Responsibilities:

- Support company operations by maintaining office system and supervising staff.
- Maintain office services by organizing office operations and procedure and designing filing system.
- Provide historical reference by defining procedure for retention, protection, retrieval and disposal of record.
- Keep management informed by reviewing and analyzing special reports, summarizing information and identifying trends.

# Deepshikha

LinkedIn: <https://www.linkedin.com/in/deepshikha-mangal-755999197>

## Achievements & Awards

- Participated in 4th National Seminar on Strategies for Sustainable competitive Advantage in a Globalized Era, SUSPIRE-2019
- Participated in Digital Marketing Workshop at VSB Seminar Hall, ITM GOI, Gwalior.
- Participated in National Workshop on Intellectual Property Rights (IPR)
- House captain in School

## Languages known:

- English
- Hindi

## INTERNSHIP

**Name of Company:** IPCA Laboratories Limited, Ratlam, Madhya Pradesh

**Duration of work:** 45 days

### Responsibilities Handled:

- Working with other employees so that various issues can be discussed and solutions can be found out.
- Giving information related to any particular issue to the higher officials if it is an unmanageable one
- Help the different departments to conduct the process of recruitment easily by collaborating with advertisers and consulting agencies
- Identifying and selecting candidates with potential.
- Updating the monthly pay roll.

## EDUCATION

Course	Institute (Year)	Year
MBA (HR & Finance)	ITM GWALIOR	2020
B.Com.	KRG College, JIWAJI UNIVERSITY	2017
XII	MP Board	2014
X	MP Board	2012