

SHIVA KAUSHIK

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To leverage my skills and experience in work and achieve results on a cross functional team. Seeking a challenging experience where I can apply my skills and experience in a new role. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

EXPERIENCE

2024-PRESENT :- PREPARED FOR COMPETITIVE CIVIL SERVICES

AUG 2022- DEC2023:- WORKS AS ASSOCIATE IN PUNJAB E-GOVERNANACE (SEWA KENDRA)

SKILLS

- Tax and Account
- Digital marketing
- Management & Communication skills
- Problem solving & Critical Thinking
- Advanced Computer with MS office
- Adaptability & attention to details
- Proficient with management software

EDUCATION

2023 TCS IN RISK MANAGEMENT IN FINANCIAL SERVICES

2021-2023 MASTER OF COMMERCE, DEPARTMENT OF COMMERCE, PUNJABI UNIVERSITY
1ST DIVISION

2018-2021 BACHELOR OF COMMERCE, GOVT. BIKRAM COLLEGE, PATIALA
1ST DIVISION WITH DISTINCTION

2016-2018 10+2 COMMERCE BUDHADAL PUBLIC SCHOOL
85% CBSE

2016 10TH MATRIC KAIN TAL SCHOOL(SR.)
83.5% ICSE

LANGUAGE KNOWN- ENGLISH, PUNJABI, HINDI

NATIONALITY- INDIAN