

RAJAT SAXENA

DOB: 01/11/1998

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CAREER OBJECTIVE

Looking forward to be hired by a company where all my skills and capabilities are utilized, where I can grow and learn new things.

EDUCATIONAL QUALIFICATIONS

<u>Course (Stream)/Examination</u>	<u>Institution/University</u>	<u>Year of Passing</u>	<u>Performance</u>
Post Graduate Diploma in Management	Guru Nanak Institute of Management, GGSIPU and AICTE	Pursuing	-
Bachelor of Business Administration	Guru Gobind Singh Indraprastha University, SIMS	2019	85.2%
CBSE (12th)	KV NFC VIGYAN VIHAR	2016	65%
CBSE (10th)	KV NFC VIGYAN VIHAR	2014	76%

INTERNSHIPS

- **PNB MetLife Insurance**
 - Handled promotions of product and services and selling of SAP and MIAP Insurance and Investment plans.
- **DIVINE MEDLIFE**
 - Selling tour packages and movie vouchers for the company.

AWARDS & ACHIEVEMENTS

- First division in Graduation (BBA).
- First position in the first semester of college in PGDM.
- Attended seminar on GST.
- Participation at AIMA Interactive session 2019.
- Participation in Digital Marketing in 2018.
- Participation in Indian Banking Conclave 2019.
- Participation in India Resources Conclave 2020.
- Presented the research paper on cyber security in ICAMP 2020 conducted by JIMS Rohini.
- Attended webinar on Data Analytics and Global Business Situation in 2020.

INTEREST & ACTIVITIES

- Skills – Microsoft PowerPoint, Microsoft Word, Microsoft Excel, Microsoft Access
- Interests- Reading books related to accountancy and economics.
- Hobbies-Playing Cricket, Travelling.

CORNER STONES

- Basic Microsoft Excel formulas abilities
- Good analytical skills
- Ability to perform multiple tasks and thriving on challenging situations is my intrinsic abilities.
- Positive Attitude

DECLARATION: I vouch for the authenticity of above-mentioned details.