



DIKSHA JHA

CAREER OBJECTIVE

Looking for an opportunity to utilize my acquired skills and experience to help the company and my peers grow. I want my efforts to make a considerable difference to the company and help in their consequent success

INTERNSHIP EXPERIENCE

Business Associate

P&P Finsol Pvt. Ltd | Jan 2021 - June 2021

- Followed up the leads to covert them into customers
- Resolved all project-related inquiries & worked to ensure customer satisfaction
- Explained the unique features of the project to onboard new customers
- Maintained data in excel & efficiently organizing files on the computer
- Responsible for smooth conduct of meetings

Community Leader

Mentor Boxx | Jun 2021 - Aug 2021

- Responsible to generate leads & convert them into customers
- Guided and resolved all queries of the students enrolled
- Managed and coordinated a team of 15 members

EDUCATIONAL HISTORY

College/School	Qualification	Percentage
Chandigarh University	BBA (Finance)	72.4%
Govt. Hr. Sec. School	Class 12	63.8%
Ramakrishna Mission School	Class 10	85.5%

CERTIFICATES

- Certified with Financial Analyst
- Certified with Fundamentals of Digital Marketing
- Certified with social media marketing

ACADEMIC ACHIEVEMENTS

- Silver medalist in Mathematics Olympiad
- Multi-tasking as coordinator in various department
- Selected as a part of the student helpdesk & helped in maintaining the financial records, registration, Scholarship, tracking etc.
- Worked as a part of university Fashion team
- Selected as the class representative

CONTACT ME AT

 New Delhi,110060

 diksha23jha@gmail.com

SKILLS SUMMARY

●●●● Microsoft Office

●●●● Good Communication Skills

●●●● Organizational Skills

●●●● Digital Marketing

●●●● Customer Service

●●●● Team work and Coordination skills

AWARDS RECEIVED

 Silver Medalist in Mathematics Olympiad