Naveeda Mushtaq

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Postgraduate in business administration with strong communication and organizational skills developed through MBA and Live projects at V-Mart and Kathi Junction, seeking to work in a reputed company.

**Education**

**JKSET (March 2018)**

**UGC NET (November 2017)**

***University of Kashmir (October ,*2017)**

Integrated Masters of Business Administration

Includes: Operating system=71%,

Industrial Relations= 81%, Management accounting= 77%,

Fundamentals of Management=77%

***Govt. Girls Higher secondary School* Srinagar, J&K**

Higher secondary school Nov, 2011

Includes: Accountancy=94%, Business Studies= 81% 79%

***Muslim Boys & Girls High School* Srinagar, J&K**  Secondary school Nov, 2009 Includes: Math =98% 76%

**Professional Experience**

**Made in Kashmir Present**

*HR Manager*

* Organizing events in different educational institutes of valley, like Green Valley Education Institute and IITM Hyderpora Srinagar
* Creating a channel between the students and some successful entrepreneurs of the valley. Hence, helping the students to grab a view of entrepreneurship in Kashmir.
* Promoting entrepreneurship in Kashmir.

**HDFC Bank**

*Intern*

* Project on Service Quality at HDFC Bank,Baghat Chowk Srinagar.
* Surveyed a sample of 60 customers to study their perception of services given by the bank.
* Identified various quality Dimensions.

**V-Mart Retail Limited Srinagar**

*Project intern* May, 2016

* Case study on “Evaluation of Strategies under Value Discipline model”.
* Developed a deep understanding of organizational working and value

Strategies at the company.

* Interacted with the owner and tried to understand the work culture, operations

of the business and other related issues

* Interacted with the staff of the company and evaluated their ways of handling

customer and ensuring customer satisfaction.

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***Kathi Junction* Srinagar**

*Project intern* May, 2016

* Case study on “Evaluation of Strategies under Value Discipline model”.
* Developed a deep understanding of organizational working and value

Strategies at the company.

* Interacted with the owner and tried to understand the work culture, operations of the business and other related issues.

***Certifications***

* Internship project with HDFC bank on topic**, “Service Quality at HDFC Bank.”** 2017
* Project report on, **“Equity Investment Scnario in Kashmir”**  2015
* Workshop on “**Entrepreneurship Development Programme on Food Processing”**, 2015

conducted by **Entrepreneurship Development Institute of India.**

***Special Skills***

* Good knowledge of Ms Word and Excel
* Fluent Urdu and good level of spoken English

***Interests & Hobbies*** .

* Reading books
* Writing

***Other detail***

* D.O.B:-11-06-1994
* Gender: Female

***Referees***

Available on Request