**MAHAJAN KARISHMA S.**

Email: karishmamahajan713@gmail.com

Mobile: 7202834472,9173584302

**OBJECTIVE**

* To work in a challenging atmosphere by exhibiting my skills with atmost sincerity and dedicated smart work for the growth of your esteemed organization along with mine.

**PERSONAL DETAILS**

* Date of Birth : 6 APRIL 1997
* Gender : Female
* Languages Known : English,Hindi,Marathi,Gujarati
* Marital Status : Single
* Hobby : Travelling,Cricket,Music.
* Permanent Address : 13, Sarthak duplex, Near p.d. pandya college,

 Ghodasar, Ahmedabad- 382445.

# ACADEMIC QUALIFICATION

 **SPECIALITY:** B.E. in Civil Engineering

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.****No.** | **Examination** | **Board/University** | **Year of****Passing** | **Marks** |
| 1. | B.E. | GTU | 2018 | 7.85 SPI 6.98 CGPA |
| 2. | H.S.C | GSHEB | 2014 |  74 |
| 3. | S.S.C | GUJARAT BOARD | 2012 |  93.91 |

**SOFTWARE SKILL**

* MS CIT, MS EXCEL,NAPS ONLINE,SALES 24

# EXPERIENCE

* Worked At “TEAMLEASE SERVICES PVT LTD” at law garden,Ahmedabad in SBI card.

 Post- TEAM LEADER.

 (1-6-2019 TO 5-9-2021)

* Worked At “ KOTAK MAHINDRA BANK LTD” At Vadodara in Credit card.

Post- TEAM LEADER.

(16-12-2021 TO CONTINUE)

**JOB RESPONSIBILITIES**:

* Creating an inspiring team environment with an open communication culture.
* Setting team goals.
* Implement strategies team members use to achieve goals,delegate task based on each members strength and skills.
* Overseas day to day operation and target.
* Monitoring team performance and provide coaching and motivation to achieve targets.
* Listen to team members feedback and resolve any issues and problems about work.
* Encourage team for creativity and organize team building activity.

# PERSONAL QUALITIES AND SKILLS

* Hard-working,honest and proven work experience as a team leader.
* Smart worker with a leadership skills.
* Decision making skills.
* Handling team management.

#  DECLARATION

I hereby declare that the information furnished above is true to best of my knowledge and belief.

 **Place:-**

 **Date:- / /**

**MAHAJAN KARISHMA S.**