



MUSKAN SHARMA

Mukerian, Punjab

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Objective

Self-motivated and hardworking individual with good communication and problem-solving skills. Able to think creatively and work well in both team and individual roles.

Education

- **Lovely Professional University** Pursuing (final semester)
Master of Business Administration
- **Dasmesh Girls College , Mukerian** 2021–2024
Bachelor of Science (non-medical)
78%
- **A.S. Senior Secondary School, Mukerian** 2020 – 2021
12th (Senior Secondary)
86%
- **S.D.N.S Public High School** 2018 – 2019
10th (Matriculation)
88%

Skills

- Problem-Solving Ability → Identifying issues and providing effective solutions.
- Time Management → Prioritizing tasks and completing work within deadlines efficiently.
- Organizational Skills → Managing tasks, documents, and responsibilities in a structured manner.
- Adaptability to New Environment → Quickly adjusting to new workplace conditions and responsibilities.

Projects

- **Study on Training and Development in Organizations**
This study focused on the role of training and development in enhancing employee skills, improving job performance, and increasing organizational productivity. It also included an understanding of various training methods such as on-the-job and off-the-job training.

Achievements & Awards

- Achieved 1st position in school sports competition, demonstrating leadership and competitive skills.
- Actively participated in cultural group dance events, showcasing teamwork and coordination.
- Contributed to social service by participating in blood donation drive.
- Certificate of Participation for a One Week Orientation Course organized by Dasmesh Girls College, Mukerian (2021).

Interests

- Travelling and exploring new places
- Sports and Physical Activities
- Group dance & cultural events
- Volunteering and Social Work

Activities

- Participated in college cultural events including group dance and team activities. Actively took part in school sports competitions. Contributed to social service activities such as blood donation drive.

Languages

- Hindi
- English
- Punjabi