

# TAYBA NAFEES

## OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and also help me achieve personal as well as organizational goals.

## CONTACT

PHONE:  
8467867613

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taybanafees31@gmail.com

## HOBBIES

Cooking  
Music

## LANGUAGES

English  
Hindi

## SKILLS

Communication Skills  
Active Listening  
Time Management  
Strong Work Ethic  
Negotiation  
Adaptability

## EDUCATION

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### **Techno Institute of Management Sciences / MBA**

2021–2023

[Holding the first position in my batch I have scored 77% in my MBA]

### **Integral University / BBA**

2018–2021

[In my graduation I scored 90.2% and I was also the **Gold Medalist** in my college]

### **Rani Lakshmi Bai Memorial School / Senior High School**

2017 - 2018

[I completed my Intermediate from commerce side with 88.2% score]

### **Rani Lakshmi Bai Memorial School / High School**

2015 – 2016

[I completed my high school in Science with 10 CGPA]

## WORK EXPERIENCE

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### **HR Trainee / SoDo Services**

28<sup>th</sup> Aug 2022 – 04 Dec 2022

[My work here was to do job posting on several E-portals like LinkedIn, Internshala, etc. Some of other important work my job internship included was screening resumes, as well as conducting interviews]

### **Management Trainee / Woovly India Private Limited**

30<sup>th</sup> June 2021 – 19<sup>th</sup> Nov 2021

[ Here I worked on OMS as well as CRM tool like OneDirect]

### **Digital Marketing and Business Development Intern / Leads Flick**

01 Sept 2020 – 01 Oct 2020