



# Muskan Mehrotra

## My Contact

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Bara Bazar, Bareilly

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## Skills

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- Operations.
- Microsoft Excel.
- Decision Making.
- Communication.
- Multi-Tasking
- Cash Handling.
- Microsoft Office.

## Academics

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- MJP Rohilkhand University, Bareilly  
**M.Com;** Commerce and Accounting.  
(Completed in 2021)
- Banasthali Vidyapith, Jaipur  
**B.Com;** Commerce and Finance  
(Completed in 2019)

## Personal Information

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- Date of Birth: 19th January, 1998
- Nationality: Indian.
- Marital Status: Unmarried.

## About Me

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Dedicated and detail-oriented job seeker eager to serve the organisation with positive attitude, loyalty and efficiency to contribute to team success through hard work with a great pace to adapt new skills and roles.

## Work Experience

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Bajaj Capital Insurance Broking Ltd. | Operations Executive  
(June 2022 – Present)

- Provide support/assistance to other team members and customers.
- Prepare Reports for the tracking of activities in the venue.
- Locker Custodian and Cash Management.
- Manual Recording of all the deals and accounts.
- Consult with the management team to uplift and achieve the KRA's (Key Responsibility Areas) to a better percentage.
- Support to HR Operations in the venue for joining and resigning process.

## Internships

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ITech Ecommerce Pvt. Ltd. | Sales and Customer Acquisition Intern  
(May 2018– June 2018)

- Work included the acquisition of new customers for E-Commerce Giant, Alibaba. Com and retaining them for the business.
- Customer details record keeping.
- Cold Calling.

## Volunteer Experience

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- Co-Convener of College Cultural Event.
- Worked in team for Promotion Committee.
- Awarded for being a part of NSS Committee.