



# SHYNA KAUSHIK

📍 Mercantile house flat 101, Uxbridge ,  
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## PROFESSIONAL SUMMARY

I am a B. Sc Business Management graduate from Brunel University London and currently pursuing M. Sc in Marketing from queen Mary university of London. The enthusiasm I have for management is not solely based on the academic knowledge I acquire but also on the many experience I have gained in the past few years of doing projects, researches, volunteering work, academic debates and work experience. I'm looking for internship in the field of sales to broaden my experiences and skills.

## SKILLS

- Customer assistance
- Excellent timekeeping
- Brand awareness
- Face-to-face selling
- Energetic self-starter
- Outgoing and enthusiastic
- Superb time management
- Outstanding customer service
- Enthusiastic communicator
- Active selling
- Fluent in English and Hindi

## WORK HISTORY

**MARKETING INTERN/ HUMAN RESOURCE MANAGEM INTERNET** , 06/2020 - 09/2021

**A.K engineering** , Faridabad, India

- I did my one-year internship in a home application parts manufacturing company for a year as a marketing intern and also helped in the recruitment team.
- I even looked after the dispatching and importing of stocks; I was supervised and guided by the manager of the organization
- Other than that my new ideas and feedbacks for future development of the company were appreciated.
- Liaised with sales, technical and customer service teams to drive on-time, under-budget project completion.
- Supervised all marketing and planning activities to achieve company goals.
- Developed impactful brand and style guides.
- Developed targeted Facebook and Google Ads campaigns.
- Advised on marketing strategy with strong industry knowledge.
- Minimised company liability by conducting new hire background checks in line with compliance processes.
- Facilitated efficient recruitment process by managing job postings and interviews through BambooHR.
- Prospected potential management candidates matching current and pipeline

vacancies.

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**SOCIAL WORKER (CHILDREN AND FAMILIES)**, 12/2018 - 04/2019

**School for blind student** , Delhi , India

- Helped service users to access entitlement to welfare support or specialised services.
- Conducted rigorous needs assessments to signpost relevant services and create personalised care and support plans.
- Attended regular training and supervision workshops for improved service user support.

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**FASHION STYLIST ASSISTANT**, 01/2018 - 01/2019

**Star buzz fashion show** , Delhi

- Packed, shipped and received costume samples and additional props to and from photoshoots.
- Kept client records regularly updated with detailed information on previous treatments.
- Consulted with clients to understand and meet individual needs.

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**STAGE COORDINATOR** , 11/2017 - 11/2018

**Star buzz India** , Delhi

- Displayed energy and enthusiasm in fast-paced environment.
- Handled high-volume telephone and email enquiries to minimise backlogs.
- Conducted intensive safety audits and investigated reported issues, accidents and near-misses.
- Handled high volume calls to address customer inquiries and concerns.
- Successfully delivered on tasks within tight deadlines.
- Delivered services to customer locations within target timeframes.

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**EDUCATION**

**Brunel university** , London , England , 07/2022

**Bachelors of science : Business management**

- Honours Degree
- Graduate with 2.1
- Course of study in business and management
- Continuing education courses in marketing

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**Queen Mary university of London** , London , England , Expected in 07/2023

**Masters of science : Marketing**

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**Apeejay School, Central Board of Secondary Education, CBSE, Delhi, India, 2017**

**10th grade**

GPA: 75

- Learnt 3 dance forms
- Main performer in 2 annual functions

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**Gd goenka world school** , India , 05/2019

**International baccalaureate : Diploma**

- Completed IB Qualification
- Extended essay in business studies Higher level
- Dance instructor in school functions.

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**HOBBIES**

1. Can communicate in fluent English and Hindi
2. Took training for kick boxing
3. Regular helper in dog NGOs
4. Represented my school in sport meets