

MD NAFEES IQBAL

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Professional Summary				
As a recent graduate, I am excited to begin my career in an entry-level role. With a strong academic background and a desire to learn, I am motivated to contribute to the success of any organization. I possess excellent communication skills, a positive attitude, and a willingness to take on new challenges. I am a quick learner and thrive in a team-oriented environment. I am eager to apply my skills and knowledge to an entry-level role and gain valuable experience to build a successful career. I firmly believe in Clarity, Conviction, Completeness & Communication.				
Education				
University of Delhi	Bachelor of Art`s(Economics)	2022	6.77 CGPA	
Dr J. Mishra College	Intermediate (Science)	2019	77.4%	
DAV Public School	Matriculation	2017	9.2 CGPA	
Internship Experience				
Super Grad (A bootstrap Start Up)		May 2022-July 2022		
Associate Intern				
<ul style="list-style-type: none">Increased team productivity by taking on time decisionsLed the team of 15 campus representativesAssisted the Chief Operations Manager in daily management & project related activitiesSmoothly executed all administrative tasks by cooperating with multiple departmentsSuccessfully conducted multiple skill enhancement games on Super Grad Discord platform				
Flipkart		Sept 2021-Oct 2021		
Management Intern				
<ul style="list-style-type: none">Increased productivity by 10% by optimising human resourcesInitiated new energy conservation program which helps in reducing pollutionLed a team of 10 people and successfully delivered the resultResolved day-to-day operational problemsAssisted reporting manager in creating day-to-day report by communicating with multiple departments				
Soft Skills				
Time Management	Analytical Skills	Interpersonal skills		
Project Coordination	Communication skills	Organizational skills		
Stakeholder Management	Project Management	Strong Leadership skills		
Tech Skills				
MS Excel	MS Power Point	MS Outlook	MS Office	Data Analysis
Achievements and Awards				
<ul style="list-style-type: none">Awarded with "best Intern" award at Flipkart for best performance.Awarded with "Certificate of Appreciation" for 100% performance by FlipkartAwarded with certificate and medal for scoring top 20 percentile marks in Intermediate at state level by ✓ Bhaskar Print Media ✓ Hindustan Print Media ✓ Jagran Print Media ✓ Prabhat Khabar Print Media				
Position of responsibility				
Batch Representative		2019-2022, ZHDCE		
<ul style="list-style-type: none">Led the class of 40 students constitute of diverse background.				
Member		Student Union Committee, ZHDCE		
<ul style="list-style-type: none">Responsible for resolving student related issues				
Founder & President		Skill Development Society, ZHDCE		
<ul style="list-style-type: none">Provided resources to Upskills and organized fruitful career related sessions.				
Certifications and Courses				
<ul style="list-style-type: none">Postgraduate Diploma in Project Management course from UdemyBusiness Strategy and Consulting, Consultancy Club, IIT Guwahati				
Interest and Hobbies				
✓ Public speaking	✓ Debate	✓ Cricket	✓ International Relations	
Volunteer Activities				
✓ Participated in Blood donation camp		✓ Participated in Yamuna River clean program		