**RESUME**

**Muskan Rai 30 march 1999**

**raimuskan918@gmail.com Contact:- 8770087580**

**ABOUT ME**

* Of amiable disposition
* Strong verbal and written communication skills
* Excellent managerial capabilities with a vision for perfection
* Inclined towards innovation and a novel outlook

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree/ Diploma | Board/University | Percentage (%)/CGPA | Year of completion |
| B.Sc. Mathematics (Honors) with computer science(subsidiary) | Institute for Excellence in Higher Education(Barkatullah University),Bhopal | 79.3% | 2019 |
| 12th | St.Paul’s Senior Secondary School, Hoshangabad (M.P.) | 92.2% | 2016 |
| 10th | Servite Convent Higher Secondary School,hoshangabad(M.P,)(CBSE) | 8.8 CGPA | 2014 |
| Diploma in Hostel Management(DHM) | Institute for Excellence in Higher Education(Barkatullah University),Bhopal | A | 2018 |
| M.A, in Political Science | Government Narmada College Hoshangabad | Pursuing | 2020 |

**TRAINING/CERTIFICATE COURCES**

* Certificate in Hostel Management (2016-18)
* Workshop on personality development (2017-18)
* Workshop on ‘How to write and publish Scientific Article and Manuscript’ by Springer Nature (2017)

**Skills**

* Computer skills-C,C++,DBMS,Oracle, HTML, Modern Office Management.
* Languages skills: English and Hindi

**ACHIEVEMENTS**

**POSITIONS HELD**

* President of Skill Development Cell at IEHE (2018-19)
* Secretary (Reporting and Media) of Mathematics Society at IEHE (2018-19)
* Student Representative of Discipline Committee(2018-19
* Executive Member of Placement Cell, IEHE (2017-18)

**AWARDS**

* First prize in State level essay writing competition held by Kunjilal Dubey Rashtriya sansadiya Vidyapeeth
* Nomination in Directors Medal(among top 10 students in IEHE)
* Second prize in group dance competition (classical: Madhurashtkam) organized during Taranga ,IEHE (2017-18)
* Third prize in drama competition organized during Taranga (2016-17)

**PAPERS PUBLISHED AND PRESENTED**

* Facets of women entrepreneurship in 60th International Conference of LABOUR ECONOMICS at IGIDR, Mumbai (2018)
* Digitalization: emerging challenges in national seminar on digitalization at IEHE

**PARTICIPATION**

* Digital India, Inter College Symposium by Department of Economics.
* All the Co- Curricular activities held at school and college.

**HOBBIES AND INTEREST**

Sketching, Dance, Anchoring, Art and Craft work