



MAHEK SHAH

My Contact

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📍 Mumbai, India 400053

Hard Skill

- Instagram Marketing
- Canva
- Adobe Illustrator
- Market Analysis
- Website Building
- Invoice Management

Soft Skill

- Team Management
- Decision making
- Communication
- Multi-tasking

EDUCATION

**MKS COLLEGE OF COMMERCE
MUMBAI UNIVERSITY**
Bachelor of Management Studies
2023

**SHREE SWAMINARAYAN GURUKUL
VAPI**
Higher Education
Completed in 2020

About Me

An energetic and driven Business Management professional adept at overseeing and directing all business processes. Committed to providing business solutions with a passion for implementing best practices and solving problems creatively.

EXPERIENCE

STIQWER | Business owner

2020 – Present

- Monitoring customer interactions, quality assurance, stakeholder relations, and complaint handling to enhance service provision and boost customer retention.
- Maintaining and tracking records for revenue, expenses, and inventories, producing reports to assess the expansion of the company.

LECTURE NOTES | Business Research Intern

2020

- Collected large volumes of data with high accuracy to identify patterns and gain insights into customer behavior.
- Analyzed and interpreted results of personal and joint research and generated original ideas based on outcomes.

PINKMOON POTTERY | Social Media Manager

2021-2022

- Produced top-notch social media content while adhering to the tone and messaging of the brand.
- Researched current social media trends and audience preferences to maximize post performance.

COLLEGE PLACEMENT CELL | Vice Chairperson of Marketing

2021-2023

- Developed and implemented a cohesive marketing plan to increase brand awareness.
- Built relationships with media and stakeholders through creative PR strategies.